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BUSINESS
LETTER-WRITING
AND
SPELLING

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BUSINESS

LETTER-WRITING

AND

SPELLING

FOR THE

SCHOOL, OFFICE, AND HOME.

BY

F. IBACH, B. Sc. AND A. N. FELLOWS,

PRINCIPALS, PHILADELPHIA BUSINESS COLLEGE.

PHILADELPHIA, PA. :

AMERICAN PUBLISHING COMPANY.

1888.

6418.33.113
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PREFACE.

THE design of the authors in preparing this little volume has been to set forth the essentials of BUSINESS LETTER-WRITING in a concise and simple treatise, and to present a complete list of such words as are frequently misspelled, but in constant use in every-day literature.

Orthography, being the first requisite in written composition, is put in the fore part of the book, and made as prominent as its importance demands.

Since spelling is chiefly a habit of the eye—seeing word pictures—the words are printed as they are found in ordinary reading-matter, all diacritical and accent marks and divisions being omitted.

Attention is invited to the words of similar pronunciation, the list being, it is believed, the most complete ever published. These words are deemed the most troublesome and most useful ones in the language.

The treatment of the use of capital letters, punctuation, and abbreviations, is brief, yet sufficiently comprehensive for ordinary purposes.

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SPELLING.

1

Aaron
abatable
abattoir
abbreviate
abbreviation
Aberdeen
aberration
abhorrence
Abigail
abolition
abominable
abortion
aborigines
abrasion
abridgment
abruptness
abscess
absentee
abstruse
absorbent

2

absurdity
abundant
abundance
abstinence
abuse
abusable
abyss
abysmal
Abyssinia
academy
Acapulco
accede
accelerate
accentuation
acceptable
acceptance
access
accessible
accidentally
acclaim

3

accommodation
accompaniment
accomplice
accordance
accordion
accountable
accouterment
accredited
accrue
accruing
accumulating
accuracy
accusable
accusative
accusing
accustom
acetic
ache
aching
achieve

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achievable
achievement
Achilles
achromatic
acid
acme
acidity
acknowledge
acknowledgment
Aconcagua
aconite
acoustics
acquaintance
acquiesce
acquiescence
acquiescent
acquire
acquirable
acquisition
acquitted

5	7	9	11
acquittal	ad valorem	aliment	ambiguous
acre	advertisement	alimony	ambitious
acreage	advertising	aliquot	ameliorate
across	adversity	alkali	amenable
acrostic	Adriatic	always	amerce
actionable	adroitness	allegeable	amethyst
actually	adventence	allegiance	ammonia
acumen	advisable	allegory	ammunition
acuteness	advocacy	alleviate	amount
adage	aerolite	Alleutian	amphibious
Adam	aerie	allied	amusement
adaptability	aeronaut	alligator	amusing
addicted	affability	alliteration	amiable
additionally	affectionately	allopathy	anaesthetic
address	affidavit	allotted	anagram
adducible	affiliate	allowance	analogous
Adelaide	affirmative	allowable	analogy
adequately	Afghan	alloy	analysis
adherency	aforesaid	alloyed	analyzing
adhesion	against	allspice	analytical
6	8	10	12
Adirondack	Agassiz	allude	amicable
adjacent	aggrandize	allusion	Anarchist
adjective	aggravate	alluvial	anatomist
adjoining	aggregate	almanac	ancestor
adjourn	aggressor	Almighty	anchorage
adjudicate	aggrievance	almond	anchovy
adjunct	agonize	almost	ancient
adjustable	agile	aloes	aniline
adjutant	agitate	alpaca	aniseseed
admirable	agreeable	alphabetically	anecdote
administrator	agriculturist	already	anemone
administratrix	airiness	alternate	angelic
admissible	alacrity	altogether	anglicism
admission	albumen	although	anglicize
admittance	albuminous	amanuensis	angrily
admonition	alcohol	amateur	anguish
adore	alderman	amazement	animate
adorable	algebraic	ambassador	ankle
advantageous	alibi	America	annealable
adverbially	alienate	ambergris	annals

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Annapolis	apostrophe	armistice	association
annexation	apothecary	armory	assuage
annihilate	apron	arrangement	assume
anniversary	apparatus	arrearage	assumable
announcement	apparent	arrival	athwart
annoyance	apparel	arrogance	atmosphere
annually	apparition	arsenal	atomizer
annulment	appealable	arsenic	atrocious
annunciate	appearance	artesian	atrocities
anodyne	appease	artificer	attachable
anoint	appeasable	artificially	attainable
anonymous	appellation	artillery	attack
answerable	appetizer	arteries	attitude
anxiety	Apollinaris	artisan	attention
anxious	apprehension	asafetida	attorneys
anywhere	appreciate	asbestos	attractiveness
antagonism	apprentice	ascend	attribute
Antarctic	appropriation	ascendancy	auburn
anthracite	approvable	ascension	auctioneer
antecedent	approximate	ascertainable	audible
14	16	18	20
antediluvian	appurtenance	ascribable	audience
antelope	aquarium	askew	audiophone
Antietam	aqueduct	asparagus	auspicious
anticipate	aquiline	aspersion	author
antipathy	arabesque	asphalt	authorize
antiquity	Ararat	asphyxia	autopsy
antique	arbitrary	aspiring	authentically
antiseptic	archangel	asthma	autumn
antitype	archetype	Astrachan	auxiliary
Apennines	archipelagoes	astronomy	available
aperient	architect	asylum	avalanche
aperture	Arctic	assassin	avaricious
aphelion	arduous	assailable	aversion
aphorism	argue	assertion	avoirdupoir
apocrypha	arguable	assessor	awry
apologize	arguing	assessable	awfully
apology	arid	assiduous	awkward
apoplectic	archives	assignable	axiom
apoplexy	aristocracy	assignee	axletree
apostasy	arithmetical	assimilate	azure

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baboon	baritone	beguiling	billet-doux
Babylonian	barley	behavior	billowy
baccalaureate	barnacle	belfry	binomial
bachelor-button	barometer	belfries	biography
back-gammon	barouche	beleaguer	birchen
backward	barrack	belie	biscuit
baffling	barrel	belief	bison
bagatelle	barricade	believe	bissextile
baggage-master	barrier	believable	bisque
bailee	base-ball	believing	biting
bailiff	bashful	belladonna	bitumen
balance	basin	Belles Lettres	bituminous
balancing	basswood	belligerent	bivouac
balcony	Bastile	bellows	blackguard
balderdash	bateau	benediction	blossom
balky	bathing	beneficent	blamable
ballad	Baton Rouge	benefactor	blaspheme
ballast	battalion	beneficially	blasphemous
balloon	batteries	beneficiary	blazing
balloted	bayonet	benefited	blessedness
22	24	26	28
balsam	beacon	benefiting	bleating
Baltimore	bearable	benign	bleach
balustrade	beastliness	benignant	blithesome
banana	beauteous	benumb	blizzard
bandit	beautiful	benzine	blossom
banditti	beautifully	bereavement	blotting
banish	beaver	Bessemer	bludgeon
banjo	beckon	beseech	blueness
bankable	bedstead	besought	bluing
bankruptcy	beefsteak	besiege	bluine
banner	before	between	bluish
banquet	Beethoven	bicycle	blur
bantam	beetle	bicycling	blurred
baptism	beeves	bicycler	bobolink
baptizable	befitting	biennially	bobbin
barbarism	beggar	bigoted	bodily
barbarous	beginning	bilious	bodice
barbecue	begrudge	biliousness	boisterous
barely	begrudging	billion	bologna-sausage
bargain	beguile	billiards	bomb-shell

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bonanza
bonneted
bonus
book-keeping
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boomerang
borrower
Bordeaux
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botanize
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bountifully
bouquet
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bubbling
buckling
buccaneer
buchu
buckram
Buddhist

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cabin
cabinet
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cactus
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cadence
Caesar
caffeine
caisson
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calamity
calamities
calamus
calcareous
calcimine
calcium
calculator
calculation

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Canadian
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candidate
Candlemas
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canister
canker
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breeze
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Bridgeport
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Buenos Ayres
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builder
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buoyant
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burial
bureaus
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business
burglarize
busybody
busily
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buzz
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caldron
Caledonia
caliber
Calhoun
calves
calico
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caligraph
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calla-lily
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callous
calmness
calomel
Calvary
calyx
calumny
cambric
camelopard
cameo

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capsize
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Caribbean
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carrier	cavalry	chalice	Chelsea
carrion	caveat	chalky	chemically
carried	cavil	challenging	chemise
carry	caving	chameleon	chemistry
cartilage	cayenne	chamois	chenille
cartilaginous	ceasing	champion	cherish
cartoon	cedar	chandelier	cherry
cartridge	celebration	changeable	cherries
casing	celebrity	changing	cherub
casement	celerity	channel	cherubim
cashier	celestial	chaos	chess
cashmere	celibacy	chaotic	chestnut
casino	cellular	chapel	cheviot
cassia	celluloid	chaplain	Chicago
cassimere	Celtic	char	chicanery
Cassiopea	cement	charred	chicory
castile-soap	cemetery	character	chickadee
castle	censure	characterize	chiding
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catalepsy	Centennial	charging	chignon
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catastrophe	centrally	charities	chilliness
catechise	center	charlatan	chilly
catechetically	centrifugal	chartered	chimneys
catechism	centripetal	chasing	China
category	century	chasm	chinchilla
caterpillar	cereal	chastisable	Chinese
cathartic	cerebellum	chastisement	chintz
cathedral	ceremonies	chatting	chirography
Catholic	ceremony	Chatauqua	chiropodist
Catholicism	certain	chateau	chirrup
cauliflower	certificate	chattels	chisel
caustic	certified	chattering	chiselling
cauterize	cessation	cheaply	chloral
caution	chaff	check-rein	chlorate
cautionary	chagrin	cheerfully	chloride
cautious	chaise	cheesy	chloroform

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choice	circuses	clipping	collector
choking	cistern	clogging	college
choose	citadel	cloister	collegiate
choosing	citizens	closing	collide
chopped	citron	closeted	collision
chorister	city	clothier	colloquial
chorus	cities	clotted	colloquy
choruses	civil	cloudiness	collusion
chosen	civilian	cloudy	cologne
chowder	civilization	clubbed	colonelcy
Christian	civilize	clumsy	colonist
Christianity	civilly	coadjutor	colonial
Christmas	clairvoyant	coagulate	colonize
chromatic	clammy	coalesce	colonization
chromos	clamorous	coal-scuttle	colonade
chronicle	clandestine	cobbler	colors
chronology	clapboard	cochineal	colossal
chronometer	clapping	cockle	colossus
chrysalis	claret	cocoa	colporteur
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chyle	clarify	codicil	comatose
cider	clarionet	coefficient	combing
cigar	classical	coerce	combatant
cigarette	classified	coercive	combatale
cinchona	clavicle	coercible	combine
Cincinnati	clayey	coercion	combining
cinder	cleanliness	coeval	combinable
cinnamon	cleanse	coffee	combination
cipher	cleansing	cognac	combustible
Circassian	clearance	cognizant	combustion
circle	cleat	coherency	comedian
circling	cleaver	cohesion	comedy
circuit	clef	colander	comeliness
circuitous	clemency	colic	comet
circular	clergyman	colicky	comfortable
circulation	clever	collapse	comic
circumference	clew	collateral	comically
circumstance	climate	colleague	coming
circumstantial	climaxes	collectible	comma

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commemorate	compassion	computation	conference
commencing	compatible	conceal	confession
commencement	compel	concede	confessor
commendable	compelling	conceding	confide
commensurate	compendium	conceited	confiding
commentary	compensate	conceivable	confidentially
commerce	compete	conceive	confining
commercial	competing	conception	confinement
commercially	competency	concern	confirm
commingle	competition	concert	confirmation
commiserate	competitive	concertina	confiscating
commissary	competitor	conch	conflagration
commissioner	compilation	conchology	conflict
committing	compile	conciliation	confuse
committal	compiling	conciseness	confusing
committible	complaint	conclusion	congeal
commodious	complete	concoction	congestion
commodities	completion	concrete	conglomeration
commodore	completing	concupiscence	congregation
54	56	58	60
common	complexioned	concurring	congressional
commotion	compliance	concurrence	congruous
commune	complication	concussion	conic
communication	complicity	condemn	conjecture
communing	complying	condemnable	conjugal
communion	component	condense	conjugate
communism	composedly	condensable	conjunction
community	composite	condescend	conjure
commutable	composition	condescension	conjuring
commute	composing	conditionally	connection
commutation	composer	condolence	Connecticut
compactible	composure	conductive	connoisseur
companionable	comprehension	conductible	conquered
company	comprehensive	conductor	conqueror
companies	compressible	conduit	conscience
comparable	compression	confectionery	conscientious
comparatively	comprising	confederacy	conscious
compare	comprise	confer	consecutive
comparing	compulsion	confering	consent
comparison	compulsory	conferred	consequential

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consistency
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consolidate
consoling
conspicuous
constituency
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consternation
constitutionally
constrain
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consultation
consuming
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contradiction
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control
controlling
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converse
conversable
conversation
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corrugate
corruptible
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cosmos
cosmopolitan

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cowardice
coxcomb
crabbed
cradling
craftiness
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craunch
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Creator
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credible
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contention
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contestable
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continental
contingency
continually
continue
continuing
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contractible
contraction

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conveyancing
convictible
conviction
convince
convincing
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copperas
copyright
copying
copied
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corduroy
coriander
Corinthian

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costliness
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cottage
cotton-gin
couch
cough
countenance
counterfeiting
countersign
country
countrified
counties
couple
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courageous
courteous
courtesy
courtier
covenant

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credulity
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crematorium
creosote
crescent
crevasse
cribbing
cribbage
criminally
crimson
cringing
crinkle
crinoline
cripple
crisis
crises
criterion
criteria
critically

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criticise	curious	dandelion	deciding
criticising	currency	dandruff	decidedly
criticism	curriculum	dangerous	deciduous
crochet	curry-comb	dappling	decimal
crocheting	cursory	Darien	decimate
crocodile	curtail	daring	decipher
crocus	curtain	Dardanelles	decision
cropped	curvature	dating	decisive
croquet	cushion	daub	declamation
croqueting	customary	daughter	declare
croquette	cutaneous	dauntless	declarable
crochet	cuticle	Dauphin	declaratory
croup	cutlass	dazzle	declension
crucible	cyclone	dazzling	declinable
crucifixion	cylinder	deacon	declivity
crucify	cylindrical	deaf	decoction
crucified	cynical	death	decomposable
cruller	cynosure	debarred	decomposition
crusade	cypress	debasement	decoration
cried	Czar	debating	decorous
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crystal	dabbling	debatable	decoyed
crystallize	daffodil	debauche	decrease
crystalline	dagger	debilitated	decreasing
cuckoo	daguerrotype	debit	decrepitude
cuckoos	dahlia	debris	dedication
cucumber	daily	debt	deducement
cudgel	dailies	debtor	deducible
culminate	dainties	debut	deducing
culinary	daintily	debutant	deductible
culpable	dainty	decade	deduction
culprit	dairy	decalomania	dem
cultivating	daisy	decatalogue	defacing
culture	daisies	deceitfulness	defalcation
cumbrous	Dakota	deceive	defalcator
cunning	dallying	deceivable	defamation
cupboard	damage	deceiving	defaulter
curable	damaging	decennial	defeat
curing	damageable	decency	defective
curbstone	damask	deceptible	defensive
curiosity	damsel	deception	defensible

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defense	delving	deponent	despicable
deferred	demagogue	deposition	despise
deference	demandable	depot	despondent
deferential	demeanor	deprecation	despotism
defiance	demented	depreciate	destination
deficiency	demi-god	depreciation	destitution
deficit	demijohn	depredation	destructible
definable	demise	depression	destruction
definite	Democracy	deprivation	desuetude
definition	Democratic	depth	detachment
definitive	demolish	deputize	detection
defunct	demoniac	deputy	detective
defied	demon	derangement	deterred
defy	demonstrable	dereliction	deteriorate
degenerate	demoralize	derision	determination
degrading	demur	derivation	detestable
Deity	demurring	derogate	detraction
dejeune	demurred	derogatory	detriment
dejected	demurrage	derrick	Deuteronomy
delaine	deniable	descend	develop
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Delaware	denizen	descendible	deviate
delayed	denominator	describable	deviation
deleble	denoting	describe	devious
delectable	denote	description	devoid
delegate	denouement	desecration	devolving
deleterious	denounce	desertion	devotion
deliberately	density	deserve	devour
delicacy	dentaphone	deserving	dew-claw
delicious	dental	desideratum	devout
delicacies	dentifrice	designable	devotedly
delightfully	denunciate	desire	dexterity
delineate	deny	desirable	dextrous
delinquent	denied	desirous	detrine
delinquency	denial	desist	diabolical
deliverance	deodorize	DesMoines	diadem
delta	departure	desolation	diæresis
delude	depict	despair	diagnosis
deluding	deplete	despatch	diagonally
deluge	depletion	desperate	dialect
delusion	deplorable	despicable	dialogue

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diameter	diplomacy	disparage	diversion
diamond	dipper	dispatch	divisible
diapason	dipsey	dispel	division
diaphragm	direction	dispelled	divisor
diarrhea	directory	dispensary	divorce
diary	direful	dispense	divulgence
dictation	dirge	dispensable	dizziness
diction	disagreeable	disperse	dizzy
dictionary	disappearance	dispersion	docile
didactics	disappoint	displayed	does
difference	disaster	disposal	doctrine
differential	disastrous	disposition	document
differentiate	disbursement	disputable	dogma
difficult	discern	dissection	dodging
diffidence	discernible	dissemble	doggerel
diffuse	disciple	disseminate	doleful
diffusible	discipline	dissension	dollar
diffusion	disciplinarian	dissever	dolman
digestion	disconnect	dissipation	dolorous
digestible	disclose	dissolution	dolphin
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digging	disclosure	dissolve	domain
digit	discount	dissuade	domesticate
dignified	discourse	dissuasion	domicile
digression	discretionary	dissyllable	domineer
dilapidate	discriminate	distance	dominos
dilate	discussion	distasteful	dominie
dilatory	disdain	distillery	donation
dilating	disgraceful	distinction	donkeys
dilemma	disguise	distinguishable	donor
diligence	disguising	distortion	dormitory
dimmed	dishabille	distraction	double
dimension	dishearten	distress	doubly
diminish	disinfectant	distribution	doubloon
diminutive	disinherit	district	douche
dinner	dislodgment	disturbance	dozen
diocese	dismal	ditch	dozy
dipping	dismiss	ditto	drabble
diphthong	disobedient	diurnally	dragging
diphtheria	disoblige	divergence	dragon
diplomas	disorder	diversified	dragoon

93	95	97	99
dramatic	dungeon	echoes	eighth
dreadfully	duplicate	eclat	eightieth
draughtsman	duplicating	eclectic	ejaculation
dream	duplicity	eclipse	ejection
dreary	durable	ecliptic	elaborately
dredge	duration	economical	elapse
dredging	duress	economize	elasticity
dressy	during	ecstasy	elector
dribbling	Dutch	ecumenical	election
drilling	duty	eczema	electoral
drizzling	duties	eddy	electrician
droll	duteous	eddy	electricity
dromedary	dutiable	edging	electrizing
drooping	dutiful	edgewise	electrotype
dropping	dwarfs	edible	elegance
dropsy	dwelling	edifice	elegy
dropsical	dynamite	editor	elephant
dross	dysentery	edition	elevation
drouth	dyspepsia	education	elevator
drover	dyspepsy	educible	eleventh
94	96	98	100
drowned	earliness	eel	elicit
drowsy	early	efface	eligible
drowsing	earnest	effectively	eliminate
drudging	earthen	effectually	elite
drugget	earthquake	effeminate	elixir
druggist	easel	effervesce	Elizabeth
drummer	easily	efficacious	ellipse
drunkenness	easiness	efficacy	ellipsis
dryly	easy	efficient	elliptical
Dubuque	eatable	effigy	elm
ducat	eavesdropper	effigies	elocutionary
ductile	ebb	effort	elopement
duet	ebbing	effulgence	eloping
dulcimer	ebbed	effusion	eloquence
duodecimo	ebonize	eglantine	elsewhere
dullard	ebullition	egotistical	elucidation
dummy	eccentric	egregious	Elysium
dumbness	eccentricity	egress	emaciate
dunning	Ecclesiastes	Egyptian	emanate
dunce	echo	eighteen	emancipation

101	103	105	107
embalm	endorsement	enviable	erasable
embargoes	endue	envious	erasure
embarrass	ending	environ	erection
embellish	endure	envied	ermine
embezzle	endurable	envying	err
embezzling	enduring	eosine	errand
emblematic	energetically	epaulet	errata
embodiment	enforcement	ephemeral	erratum
emboss	engagement	Ephesian	erroneous
embracing	engaging	epicure	error
embroider	engineer	epidemic	erudition
embryos	engraving	epiglottis	eruption
emergency	engross	epigram	erysipelas
emersion	enigma	epilepsy	escaping
eminence	enjoyable	epiphany	eschew
emission	enlightenment	Episcopalian	escutcheon
emitted	ennoble	epistle	esophagus
emolument	ennui	epitaph	especially
emperor	enormous	epithet	espouse
emphasis	enough	epitome	esquire
102	104	106	108
emphasize	enquiring	epitomize	essay
emphatically	enrollment	epizootic	essence
empirical	ensconce	epoch	essentially
employment	ensign	Epsom salts	esteem
emptiness	ensue	equable	esthetic
empty	ensuing	equalize	estimation
emulation	enterprising	equally	et cætera
emulsion	entertain	equation	etching
enameled	enthusiasm	equator	eternally
engaging	enticement	equestrian	eternity
enclosure	enticing	equilibrium	ethereal
enclose	entirely	equinoctial	ethics
ecomium	entomologist	equipped	Ethiopian
encore	entrance	equipping	etiquette
encouragement	entrapping	equitable	etymology
encroach	entries	equity	eucharist
encumber	entry	equivalent	euchre
encumbrance	enumeration	equivocate	eulogy
encyclopedia	enunciate	eradicate	eunuch
endeavor	envelopment	erase	euphonic

109	111	113	115
euphonious	executor	expressible	fagged
euphony	executrix	expression	fagot
eureka	exemplify	expulsion	Fahrenheit
European	exemptible	exquisite	failure
evacuate	exemption	extemporaneous	fairy
evadible	exercising	extempore	fairies
evading	exertion	extension	faithfully
evanescent	exhale	exterior	fakir
evangelical	exhalation	extinct	falchion
evaporate	exhaust	extinguishable	falcon
evaporation	exhaustible	extirpation	fallacious
evasion	exhaustion	extol	fallacy
eventually	exhibited	extolled	fallible
everywhere	exhibition	extortion	falling
evidence	exhilarate	extras	fallow
evince	exhort	extraction	falsehood
evolution	exigency	extraordinary	falsetto
exaggerate	existence	extravagance	falsifier
exalt	exonerate	extreme	faltering
examination	expansion	extremist	familiarity
110	112	114	116
excavate	expatiate	extricate	familiarize
exceed	expectancy	exuberance	families
excel	expectorate	exude	famine
excelled	expedient	exuding	famous
excellent	expedition	exultant	fanned
excellence	expeditious	eying	fanaticism
exceptionable	expel	fabrication	fanciful
excessive	expelled	fabulous	fancying
exchangeable	expenditure	facing	fantastic
exchequer	expense	facetious	farical
excitable	experience	facial	faring
excite	expert	facile	farewell
exclamation	expiration	facility	farinaceous
exclusion	expiring	fac-simile	farrow
excrecence	explain	faction	farrier
excruciate	explanation	factionous	fascination
excursion	explicit	factor	fashionable
excusable	exploration	faculty	fastidious
executioner	explosion	faculties	fatted
executive	exposition	fading	fatally

117	119	121	123
fathom	fidgety	fitted	flogging
fatigue	felidity	fixture	flooded
fatiguing	fie	flaccid	florid
fault	fielder	flagging	Florence
favorable	fiend	flageolet	florist
fearful	fiercely	flagitious	flossy
feasible	fiery	flagon	flotilla
feather	fifth	flagrance	founce
feature	fifteenth	flail	founcing
February	fiftieth	flaky	flounder
feeble	figured	flambeau	fluctuate
feeling	figuring	flaming	fluency
felicity	filament	flannel	fluffy
felicitous	filbert	flaring	fluidity
felon	file-cutter	flashily	flummery
feminine	filing	flatten	flurry
fencible	filial	flattered	fluttered
fencing	filiating	flatulence	fluxion
fermentation	fillet	flaunt	foaled
ferocious	filmy	flavor	focalize
118	120	122	124
ferocity	filthiness	flawy	focus
ferret	filtered	fledge	fici
ferry	filtration	fledgling	fodder
ferrotype	finale	fleece	foliage
ferriage	finable	fleeing	folios
fertile	finally	fleeting	folks
fertilizer	financially	fleshiness	follicle
fervor	fancier	fleshy	follower
festival	finesse	flexible	folly
fetch	finical	flicker	follies
feudal	finitely	flier	forage
fever	fire	flimsy	forbearance
fibbing	firing	flimsiness	forbid
fibrous	firkin	flippancy	forbidden
fichu	firmament	firtation	forbidding
fickleness	first-rate	fit	force
fiction	fiscal	fitted	forcing
fictitious	fishy	fitch	forceps
fiddle	fissure	float	forcible
fiddling	fistula	flocculent	foreboding

125	127	129	131
foreclose	foully	frisky	furnace
foreclosure	fecundation	friskiness	furniture
foreigner	foxy	frittered	furrier
foreman	fracas	frivolous	furrow
forehead	fractionally	frizzling	further
forerunner	fracturing	frolic	fury
forest	fragile	frolicsome	furies
forestall	fragrance	frolicking	fuse
forever	frail	frontier	fusing
forfeit	framing	frontispiece	fusel-oil
forfeited	franchise	frost-bitten	fusible
forfeitable	frangible	frozen	fusion
forfeiture	frankincense	frugality	fussiness
forge	frantically	fruitful	fustian
forging	fratricide	fruition	futile
forgetting	fraudulent	frustrate	future
forgotten	fraught	frustum	fuzzy
forgetfulness	freckle	frying	gabble
forgive	freedom	fried	gagged
forgiving	freezing	friable	gainsay
126	128	130	132
forgiveness	freight	fuchsia	gaiter
forego	Frenchified	fuel	Galatians
formally	frenzy	fugitive	galaxy
formation	frenzied	fugue	gale
formidable	frequency	fulcrum	Galilean
formula	freshet	fulfil	gallantry
formulating	fretting	fulfilling	gallery
formulæ	fretfully	fulfilment	galleries
forsake	fretfulness	fully	galleys
forsook	friar	fulsome	galloping
fortieth	fricassee	fumigate	gallows
forty	fricasseeing	fuming	galvanize
fortified	friction	functionary	galvanizing
fortifying	Friday	fundamental	gambling
fortnight	friendliness	funnel	gambrel
fortress	frigate	funny	gangrene
fortuitous	frightfully	fur	gaping
fortunately	frightful	furred	gargling
forward	frigid	furious	garlicky
fossilize	frilled	furlough	garret

133	135	137	139
garrison	gentian	glacial	godliness
garrulous	gentle	glacier	gondolier
gas-meter	gentleness	gladden	goodliness
gasoline	genuineness	gladiator	gooseberries
gassy	geographically	gladiolus	gopher
gatling-gun	geologize	glance	gorgeous
gathering	geometrician	glancing	gorilla
gaudy	geranium	glaring	gosling
gaudily	German	glassy	gossamer
gauging	germinate	Glauber's salt	gossiping
gaugeable	germinating	glazing	gouge
gauze	germination	gleaming	Gough
gawky	gesture	glebe	gouging
gayety	gesturing	gleeful	Gounod
gaze	gesticulating	glide	gourd
gazing	getting	gliding	gout
gazelle	gewgaw	glimmer	governor
gazetteer	geyser	glimpse	grabbed
gearing	ghastliness	glistening	grace
geese	gherkin	glitter	gracing
134	136	138	140
gehenna	giant	gloaming	graceful
gelatine	gibbet	globular	gracefully
gelatinous	gibbous	globule	gracious
gelding	giddy	gloominess	gradation
gemmed	giddiness	glossary	grade
gem	gigantic	glossy	grading
Gemini	giggle	glucose	gradually
gender	giggling	glue	graduation
genealogy	gill	gluing	graham-bread
generally	gilly-flower	gluten	grain
generalissimos	gilt-edged	glutinous	graminivorous
generalize	gimlet	glutton	Grammar
generate	gingham	glycerine	grammatically
generation	ginseng	gnarl	granary
generous	Girard	gnashing	grandeur
generosity	giraffe	gnat	grandiloquence
Genesis	girdling	gnaw	grand-jury
geniality	girdle	gnome	granger
genitive	giving	goatee	granite
genteel	gizzard	goddess	granulation

141	143	145	147
granule	gripe	guileless	half-witted
graphically	griping	guillotine	halibut
graphite	grisly	Guinea	halleluiah
grapple	gristly	gulfs	halloo
grappling	gritty	gullible	Halloween
grassy	grizzle	gully	hallucination
gratification	grizzly	gummed	halos
gratify	grocery	gum-arabic	halter
gratifying	groceries	gumption	halving
grating	groomsman	gunning	halyards
gratis	groove	gunwale	hames
gratuitous	grope	gurgle	hammered
gravelly	groping	gurgling	hammock
gravel	gross	gusset	handbill
gravitation	grotesque	gutta-percha	handfuls
gray-beard	grottos	gutter	handicap
graze	ground-work	guttural	handicraft
grazing	grouping	Guyot	handiwork
grazier	grouse	guy	handkerchief
greasiness	grouthy	guzzle	handling
142	144	146	148
greasy	growth	guzzling	handy
Grecian	grubbing	gymnasium	hanged
greediness	grudge	gypsum	happen
Greek	grudging	gypsy	happily
greensward	gruel	gypsies	happiness
greeting	gruff	gyration	happy
grenadier	grumble	gyroscope	harrangue
greyhound	grumbling	gyve	harranguing
griddle	guano	habiliment	harass
gridiron	guaranteeing	habitable	harbor
grief	guard	habitation	hardihood
griefs	guardian	habitually	hardy
grievance	gubernatorial	hackneyed	harelip
grieve	gudgeon	haddock	harmful
grievous	guerilla	hades	harmonica
grimace	guesses	haggard	harmonious
grime	guffaw	haggling	harmonizing
grimy	guide	Hahnemann	harness
grin	guidance	halcyon	harpsichord
grinning	guiding	halves	harrow

149	151	153	155
hartshorn	hedging	heron	holiday
hassock	heifer	hesitancy	holiness
hastening	heinous	hesitation	hollow
hastily	heighten	hesitating	hollyhock
hatchet	heiress	Hessian	holyday
hatefully	hektare	heterogeneous	homage
hating	hektogram	hexagon	homely
haughtily	hektograph	Hibernian	homeliness
haughty	hektoliter	hiccough	homestead
haunch	hektometer	hickory	homicide
haunt	helianthus	hidden	hominy
hautboy	heliotrope	hiding	homœopathy
hauteur	hellebore	hideous	homogeneous
having	helve	hierarchy	homologous
haversack	hem	hieroglyphics	homonym
havoc	hemmed	hilarious	homophonous
Hawaiian	hemming	hilly	hone
hawser	hemisphere	hindrance	honing
Haydn	hemorrhage	hinge	honesty
hazardous	henceforth	hinging	honeyed
150	152	154	156
hazel-nut	hen-coop	hipped	honeysuckle
haziness	hennery	hippodrome	honorable
hazy	herald	hippopotamus	hoodwink
headstall	herbaceous	hireling	hopping
healthful	herbage	hissing	hopped
heaping	herculean	historian	hopefully
hearsay	hereafter	historically	hoping
hearse	hereby	hitting	hopper
hearth	hereditary	hitch	horehound
heartily	heretofore	hive	horizon
heartiness	heresy	hiving	horn-pout
heathen	heresies	hoary	horoscope
heaven	heretic	hoax	horrible
heavy	hermetically	hobbling	horrid
heaviness	hermitage	hobbies	horseradish
heavily	hernia	hodgepodge	horticulture
heaving	hero	hoeing	hosannas
Hebrews	heroes	hoggish	hosiery
hecatomb	heroine	hogshead	hospitable
hedgehog	herring	hoiden	hostess

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hostile	hygiene	illegible	impassive
Hottentot	hymeneal	illegitimate	impatience
housing	hymnal	illiteracy	impatient
huckleberry	hyperbole	illness	impeachable
huckster	hyperbola	illy	impede
huddling	hyphen	illogically	impeding
huffy	hypocrisy	illuminating	impediment
hugging	hypocrite	illumination	impel
hugely	hypodermic	illusion	impelled
Huguenot	hypothénuse	illustration	impenetrable
humanity	hypothesis	illustrious	imperative
Humboldt	hysterics	imagery	imperceptible
humbugged	iceberg	imaginable	imperial
humiliating	ichneumon	imaginary	imperious
humiliation	ichthyology	imagination	impertinent
humming	icicle	imagining	impervious
hummock	iciness	imagine	impetuous
humor	icing	imbecile	impious
hundred	icy	imbroglios	implement
hurrah	idealize	imbue	implicit
158	160	162	164
hurricane	identically	imbuing	imposition
hurrying	identifying	imitation	imposing
hurried	idiocy	imitating	impossible
husband	idiomatically	immaculate	impostor
huskiness	idiosyncrasy	immaterial	impracticable
husky	idiotic	immeasurable	impressible
hustle	idling	immediately	impression
hustling	idolater	immense	impromptu
huzza	idolizing	immensity	improvement
hyacinth	Ignatius	immerse	improvable
Hyades	igneous	immoderate	improving
hybrid	ignis-fatuus	immorally	improvise
hydra	igniting	immortalize	improvising
hydræ	ignitable	immortelle	imprudence
hydrant	ignominious	immovable	impugn
hydraulics	ignoramus	immunity	impulse
hydrogen	ignorance	impair	inanimate
hydrometer	ignoring	impalpable	inaugurate
hydrophobia	iguana	impanel	inaugurating
hyena	Iliad	impartial	inauguration

165	167	169	171
incalculable	indemnify	infer	iniquitous
incandescence	indenture	inferring	iniquity
incapacitate	independence	inferred	irritable
incarceration	independent	inferable	irritation
incendiary	Indianapolis	inference	initial
inception	india-rubber	inferential	initiating
incessant	indicating	inferior	initiation
incidentally	indication	inferrible	initiatory
incinerating	indicative	infinitely	injection
incipient	indifference	infinitive	injudicious
inciting	indigenous	infirmity	injunction
incitement	indigo	inflammable	injuring
inclemency	indispensable	inflammation	injustice
inclination	individually	inflate	inning
inclining	indolence	inflating	innocuous
inclosure	indomitable	inflation	innovation
inclosing	indorsable	inflection	innuendo
including	indorsement	inflexible	innuendoes
incognito	indorsing	infliction	innumerable
incomparable	inducement	influence	inoculation
166	168	170	172
incompetency	inducing	influencing	inquiring
inconceivable	induction	influentially	inquisition
inconsolable	inductively	influenza	inquisitive
incorporate	indulgence	information	insatiable
incorrigible	industrial	infringement	inscription
increasing	industrious	infringing	inscrutable
increase	industries	infuriate	insectivorous
incredible	inebriate	infuse	insensible
incubus	ineffable	infusing	inseparable
inculcate	ineligible	infusible	insert
incumbent	inertia	infusion	insertion
incur	inertion	infusoria	insidious
incurring	inestimable	ingenuity	insincere
incurred	inexplicable	ingot	insinuating
incurable	infallible	ingratiating	insinuation
incursion	infancy	ingratiating	insipient
indebtedness	infanticide	inhabitable	insipid
indefatigable	infatuation	inheritable	insipieny
indefinitely	infection	inheritance	insolence
indelible	infectious	inimitable	insoluble

173	175	177	179
insomnia	interfere	introductory	iridescent
inspection	interfering	intruding	iridium
inspector	interference	intrusion	iron-pyrites
inspiration	interior	intrusive	ironical
inspiring	interjection	intuition	irradiate
installment	intermediate	intuitive	irregular
instantaneous	interminable	inundation	irreparable
instead	intermission	inure	irrepressible
instigation	intermit	inuring	irresistible
instilled	intermitting	invading	irreverence
instinct	intermittent	invalid	irrevocable
institution	internecion	invaluable	irrigation
instructible	interposing	invariable	irritable
instruction	interpretation	invasion	irritating
instructor	interrogation	inveigh	isinglass
instrumentally	interruption	inveigle	island
insufferable	intersection	invention	islet
insulation	intersperse	inventory	isolation
insurance	interspersion	inverse	isosceles
insurable	interval	inversion	isothermal
174	176	178	180
insuring	intervene	invertebrate	Israelite
insurrection	intervening	investigation	issued
integer	intervention	inveterate	issuance
integral	interview	invidious	issuing
integrity	intestine	invigorating	isthmuses
intellectually	intimacy	invincible	Italian
intelligence	intimating	invisible	italicize
intelligible	intimation	inviting	itemize
intemperance	intimidating	invitation	itemizing
intensified	intolerance	invocation	itching
intentionally	intoxication	invoice	ivorytype
inter	intransitive	invoicing	ivoryine
interring	intricacy	invoking	izzard
interred	intricately	involuntary	jabber
intercede	intraction	involving	jackall
interceding	intrigue	iodine	jack-knife
intercession	intriguing	iota	jaconet
intercourse	intrinsic	ipecacuanha	jading
interdiction	introducing	iracible	jagged
interest	introduction	iridescence	jail

181	183	185	187
jalap	jocund	justifiable	knives
Jamaica	joggling	justify	knob
jamming	Johannes	justified	knock
jangling	johnny-cake	jutting	knoll
janitor	joiner	juvenile	knotted
janitress	jointly	juxtaposition	knowledge
January	joist	kaiser	knuckle
Japanese	joking	kaleidoscope	knuckling
japanning	jolly	kalsomine	knurled
jarring	jonquil	kalsomining	koodoo
jarred	Josephus	katydid	Koran
jargon	jostling	keeling	kruller
jasmine	jotted	keenness	Krupp Gun
jaundice	jounce	kelter	Kuklux
jauntily	jouncing	kenneling	labeled
javelin	journalizing	kerf	labeling
jealousy	journeys	kerosene	labored
jealousies	joyial	kettle	laboratory
Jefferson	joyfully	kidnaped	laborious
Jehovah	joyous	kidneys	labyrinth
182	184	186	188
jelly	jubilee	kilos	lace
jellies	Judaism	kiln-dried	lacing
jeopardize	judgeship	kilogram	lacerate
jeopardizing	judgment	kiloliter	lacerating
Jerseys	judicially	kilometer	lachrymal
Jerusalem	judiciary	kindling	lack-a-day
Jesse	judicious	kindliness	lackeys
Jesuit	juggler	kindly	laconic
jeweler	jugular	kingdom	laconically
jeweled	juice	kinnikinick	lacquering
jeweling	juiciness	kitchen	lacteal
Jezebel	juicy	kitten	lactic
jiffy	julep	kleptomania	lactine
jigger	junction	knack	lactometer
jimmy	junior	knapsack	lactoscope
jingling	Jupiter	knavery	lactucic
jobbing	jurisdiction	knell	ladies
jockeys	jurisprudence	knickknack	lading
jocose	juror	Knickerbocker	ladle
jocular	justice	knitting-needle	ladleful

189	191	193	195
lager-beer	laterally	lease	leprous
laggard	lathes	least	leprosy
lagoon	laths	leatheret	lesion
laity	latinize	leave	lessee
lambkin	latitude	leaving	lessor
lambrequin	latter	leavening	lethargy
lamentable	lattice	lecherous	letter
lamprey	laudable	lecture	lettuce
lance	laudanum	lecturer	level
lancing	laudatory	lecturing	levant
lancet	laughable	ledge	leveling
landgrave	laughter	ledger	leverage
landscape	launching	legacy	Levite
language	laundries	legalize	levity
languid	laundry	legalizing	levying
languish	laureate	legate	lewd
languor	laurel	legatee	lexicographer
lapel	lavatory	legation	lexicology
lapped	lave	legendary	lexicon
lapelled	laving	legerdemain	leyden-jar
190	192	194	196
lapidarian	lawful	leggin	liability
lapse	lawfully	legibility	liable
lapsing	lawlessness	legible	libel
larboard	lawn-tennis	legibly	libeling
larceny	laxative	legion	libelous
larch	laxity	legislation	liberality
largess	lazy	legitimacy	liberally
lariat	lazily	legitimate	liberation
larva	laziness	leisurable	libertine
larvæ	leaden	leisure	liberty
larynx	leafed	lemonade	liberties
lascivious	league	lemur	libra
lassie	leaguer	lengthen	librarian
lassitude	leakage	leniency	library
lasso	leaky	leniently	libraries
latching	leanness	lenity	license
latches	leap-year	lenses	licensing
lately	learning	lenten	licentiate
latent	leasable	leopard	licentious
lateral	leasing	leper	lichen

197	199	201	203
licorice	liquefy	location	lubricate
liege	liquid	lockjaw	lubricating
lieutenancy	liquor	loco-foco	lucidity
lieutenant	listing	locus	lucifer
lifeless	listening	loci	luckily
ligament	Liszt	lodestone	lucky
ligature	litany	lodgment	lucrative
likely	literal	lodging	lucre
likelihood	literally	loftiness	ludicrous
liking	literary	lofty	lug
lilac	literati	logarithm	luggage
liliputian	literature	logically	lugubrious
lily	litherage	logician	lukewarm
lilies	lithesome	loin	lullaby
limbo	lithia	loitering	lumbago
limbos	lithography	loll	lunary
lime-kiln	litigation	lombard	luminaries
limiting	litigious	lonesome	luminous
limitable	litmus	longitude	luminosity
limited	liter	loom	lunacy
198	200	202	204
limning	litter	lopping	lunar
limner	little	loquacious	lunatic
limy	litterateur	loquacity	luncheon
linch-pin	liturgy	lordling	lurch
Lincoln	livelihood	lorgnette	lurid
linden	liveried	lotion	luscious
lineage	livery	lottery	lustily
linen	lividness	lotteries	lustrous
lingering	lizard	loudness	lusty
lingual	llama	lotus	Lutheran
linguist	llanos	lounge	luxuriant
lining	loadstone	lounging	luxury
Linnaeus	loaf	louse	luxuries
linnet	loaves	Louisiana	lyceum
linseed	loamy	lousy	Lydia
linsey-woolsey	lobe	lovable	lying
lintel	lobster	loyal	lymphatic
lioness	local	loyally	lynch
lionize	locally	lozenge	Lyra
liquefaction	locality	lubber	lyrical

205	207	209	211
macadamize	maiden	mandamus	marred
macaroni	maim	mandarin	marauder
Macaulay	mainly	mandolin	marble
macaw	maintainable	maneuver	marbleize
maccoboy	maintainor	maneuvering	marbleizing
macerating	maintenance	manfully	March
machination	majestically	manfulness	marchioness
machinery	majesty	manganese	marginal
machinist	majolica	manger	marigold
mackerel	majority	mangle	marine
madder	makable	mangling	mariner
madam	make	mango	maritime
Madeira	making	mangoes	marketing
mademoiselle	malachite	maniac	marketable
magazine	malady	Manhattan	marlin-spike
magenta	Malaga	manifestation	marly
maggoty	malaria	manifesto	marmalade
Magellan	malarious	manifestoes	marriageable
magically	malediction	manifold	marrying
magician	malefactor	manila	Marseilles
206	208	210	212
magisterial	malevolence	manipulation	marshaled
magistracy	malfeasance	manchette	marsh-mallow
magistrate	malice	Manitou	martially
Magna Charta	malicious	manliness	martyrdom
magnanimity	malign	mannerly	marvelous
magnanimous	malignant	mannish	masculine
magnesia	malleable	mansard-roof	masquerade
magnesium	mallet	manse	massacre
magnetically	malt	mansion	massage
magnetism	Maltese	mantuamaker	massacring
magnetize	maltreat	manually	Massasoit
magnificence	mamma	manufactory	massive
magnified	mammals	manuscript	massy
magnify	mammalia	many	mastiffs
magnified	mammon	map	matches
magnitude	mammoth	mapped	mate
magnolia	manacle	mapping	mating
magpie	manage	maple-tree	materialize
mahogany	managing	mar	materially
Mahomet	manageable	marring	maternally

213	215	217	219
mathematician	mellifluous	merely	microscope
mathematically	melodeon	merge	microscopic
matrimony	melodics	merging	midday
matted	melodrama	meridian	middling
mature	melody	merinos	midge
maturing	melodies	merited	miff
mausoleum	melrose	meritorious	mightily
maxim	membrane	mermaid	mignonette
maximum	membranous	merrily	migrate
mazy	mementos	merriment	migration
meadow	memoirs	mersion	migratory
meager	memorable	mesdames	Mikado
mealy	memorandum	mesmerism	mildew
meanness	memoranda	mesmerize	mileage
measles	memorial	message	milfoil
measurable	memories	messenger	militant
measurement	memorize	Messiah	military
measuring	memory	Messieurs	militia
mechanically	menace	messuage	millennial
mechanics	menacing	Mestizos	millenium
214	216	218	220
mechanism	menagerie	metacarpus	Millerite
medallion	mendacious	metallic	milligram
meddling	Mendelssohn	metallurgy	milliliter
meddlesome	menial	metamorphose	millimeter
medieval	meningitis	metaphoric	milliner
mediation	mensuration	metaphysically	million
mediator	mentally	meteoric	millionaire
medical	mention	meteorological	millionth
medicinal	mentionable	Methodist	mill-wright
medicine	menu	metric	Milwaukee
mediocre	mercantile	metronome	mimic
meditation	mercenary	metropolis	mimicked
Mediterranean	merchandise	metropolitan	mimicking
medium	merchantable	Meyerbeer	mimicry
medleys	merciful	miasma	minaret
meerschau	mercifully	mica	mince-pie
meekness	merciless	mice	mindful
melancholy	mercy	Michaelmas	mineralogy
melee	mercies	mickle	mingle
meliorate	Mercury	microphone	mingling

221	223	225	227
miniature	misty	monastery	morose
minie-ball	mistiness	Monday	morpheus
minimum	mistletoe	monetary	morphine
minion	mistress	moneys	morphia
ministerial	mistrustful	moneyed	morrow
ministration	misusing	monger	morsel
ministry	misusage	mongrel	mortally
minnow	miter-box	Mongolian	mortar
minority	mitrailleuse	monied	mortgage
minstrelsy	mitigation	monitor	mortgaging
minuend	mitten	monk	mortgagee
minus	mittimus	monkeys	mortification
minutely	mixture	monkey-wrench	mortifying
minutia	mizzen-mast	monogram	mortified
miocene	mnemonics	monograph	mortise
miracle	mobbing	monopolize	mortising
miraculous	Mobile	monopoly	mosaic
mirage	moccasin	monopolies	mosque
miring	modeling	monosyllable	mosquito
miry	moderation	monotone	mosquitoes
222	224	226	228
mirror	moderator	monotonous	moss-agate
mirthful	modernize	monotony	motherwort
miscall	modified	monsieur	motion
miscellaneous	modulation	monstrosity	motive
mischief	mohair	monstrous	motly
mischievous	Mohammedan	Montpelier	motor
miscreant	moiety	month	mottle
miser	moisture	monument	motto
miserable	molar	moody	motatoes
misery	molasses	moose	mouldy
miseries	molody	mopping	mountaineer
misfit	molecule	mope	mountainous
misfortune	molestation	moping	mountebank
mislead	mollify	moquette	mournfully
misnomer	molluska	morally	mousing
misspell	molting	moralize	mouthfuls
missionary	momentous	moreover	movement
missive	momentum	morgue	movable
mistakable	monarchy	Mormonism	moving
mistaken	monarchial	morocco	Mozart

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much	muskallonge	narcotic	negative
mucilage	musk-melon	narrate	neglectful
muddle	muslin	narrative	neglectfully
mud-scow	mosquito	narrow	negligence
muff	mustache	nasal	negotiable
muffin	mustard	nastiness	negro
muffler	mutable	nasty	negroes
muggy	muteness	natal	neighbor
mulatto	mutation	nationality	neighing
mulattoes	mutilating	native	neither
mulberry	mutineer	naturalist	nemesis
mulch	mutinous	naturally	neophyte
mulcted	mutter	nature	Neptune
mulish	mutton-chop	naughtily	nerve
mullet	mutually	naughty	nervine
multifarious	muzzle	nausea	nervous
multiform	muzzling	nauseous	nestle
multiple	myopia	nautical	nestling
multiplicand	myriad	navigable	netting
multiplication	myriagram	navigation	nettle
230	232	234	236
multiplicity	myrialiter	Nazarine	neutralize
multiplier	myriameter	neatly	neuralgia
multitude	myrmidon	nebula	neuralgy
mumbling	myrrh	nebulae	neutral
mummy	myrtle	necessarily	neutrality
mummies	mysterious	necessary	neutrally
mundane	mystery	necessaries	newsy
mundic	mystical	necessity	nevertheless
municipal	mysticism	necessitous	Newton
munificence	myth	necrology	Niagara
munition	mythology	necromancy	nibbling
murderous	nadir	necropolis	Nicaragua
muriatric	naiad	necrosis	nicety
murkey	naively	nectar	nickel
murmur	namby-pamby	nectarine	nicknack
muscular	naming	needily	nicotine
museum	nankeen	needy	niece
mushroom	naphtha	needle	niggard
musically	napkin	nefarious	-nightingale
musician	Napoleon	negation	nihilist

237	239	241	243
nineteenth	notable	nutmeg	observing
ninety	notary	nutriment	observance
ninetieth	notation	nutrition	observation
ninth	notch	nutritious	observatory
nipper	nothing	nutritive	obsolete
niter	noticeable	nux-vomica	obstetrics
nitrate	noticing	nymph	obstinacy
nitric	notification	oakum	obstinate
nitrogen	notoriety	oath	obstreperous
nixie	notorious	oatmeal	obstruction
nobility	nougat	obduracy	obstructive
noblesse	noun	obdurate	obtainable
nocturnal	nourishable	obedience	obtrude
nodding	novelty	obedient	obtrusion
noiseless	novelties	obeisance	obtrusive
noisily	November	obelisk	obtuse
noisy	novice	obey	obviate
nomad	nowhere	obeying	obviation
nomenclature	noxious	obituary	obviously
nominal	nucleus	objection	occasional
238	240	242	244
nomination	nude	objector	occasionally
nominee	nudge	obligation	occident
nonchalance	nudity	obligatory	occipital
nonentity	nugatory	oblige	occult
nonpareil	nugget	obliging	occupancy
nonplus	nuisance	oblique	occupant
nonsense	nullify	obliquity	occupation
nonsensical	numb	obliterate	occupy
nonsuit	numeral	oblivious	occupied
noodle	numeration	oblong	occur
noodle-jees	numerically	obloquy	occurring
noontide	numerous	obnoxious	occurrence
noose	numismatics	obscene	ocean
normal	numskull	obscenity	oceanic
northerly	nuncio	obscuration	octagon
Norwegian	nunnery	obscure	octagonal
nosegay	nuptials	obscuring	octahedral
nostril	nurse	obsequies	octahedron
nostrum	nursing	observable	octant
notability	nurture	observe	octave

245	247	249	251
octavos	omissible	oppression	orgies
octillion	omission	oppressive	orgy
October	omit	oppressor	orient
octogenarian	omitted	opprobrious	oriental
octoroon	omnibus	opprobrium	orifice
oculist	omnipotence	optical	origin
Odd-fellow	omnipresence	optician	original
oddity	omniscience	optics	originally
odious	onerous	optimist	originate
odoriferous	onion	option	originating
odorless	onslaught	optional	origination
odorous	onyx	opulence	originator
Odyssey	ooze	oval	ornamental
Offenbach	oozing	ovally	ornamentally
offense	opacity	orange	ornamentation
offend	opaque	orang-outang	ornithology
offensive	opaque	ovation	oratund
offer	opal	orator	orphan
offering	opus	oratoria	Orpheus
officer	opera	oratory	orthoepist
246	248	250	252
official	operate	orbit	orthoepy
officially	operating	orchard	orthography
officialiate	operation	orchestra	oscillate
officiating	operator	orchis	oscillating
officious	ophthalmy	ordained	oscillation
offset	opiate	ordainable	osculate
ogle	opine	ordeal	osculation
ogling	opining	orderly	osier
ointment	opinion	ordinal	osmose
oleander	opium	ordinarily	osprey
oleomargarine	opossum	ordinary	osseous
olfactory	opponent	ordinate	ossification
olios	opportune	ordination	ossify
olive	opportunity	organic	ostensible
Olympia	opposable	organism	ostentatious
Omaha	oppose	organist	ostler
Omega	opposing	organize	ostracism
omelet	opposite	organizing	ostracize
omen	opposition	organizable	ostrich
ominously	oppress	organization	otherwise

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ounce	paling	parallax	participate
oust	palisade	paralleled	participle
outline	palliation	paralysis	particle
outlining	pallid	paralytic	particularly
outrage	pall-mall	paralyzed	partisan
outrageous	pallor	paralyzing	partition
outré	palmistry	paramount	partitive
outward	Palmyra	paramour	partnership
oval	palpable	paraphernalia	partridge
ovally	palsied	paraphrase	passage
ovary	palsy	parasite	passenger
ovation	paltry	parasol	passionately
overalls	pampas	parcel	passive
oversee	pamphlet	paregoric	pasteboard
overseeing	panacea	parentage	pastel
overtly	pancreas	parenthesis	pastoral
overwhelm	pandemonium	parish	pasting
owe	pandour	parishioner	pastry
owing	panegyric	parleying	pasturage
oxalis	paneled	parleyed	pasture
254	256	258	260
oxygen	paneling	parliamentary	pasturing
oxygen	panfuls	parlor	patch-work
ozone	panned	parochial	patchouly
pachisi	pannier	parody	patentable
pacing	panic	parol	patentee
pacific	panorama	paroquet	Paterson
pacifying	pansy	paroxysm	paternally
pacified	pansies	parquet	pathetically
package	pantaloons	parricide	pathology
packet	pantograph	parrot	pathos
padding	pantomime	parried	patriarch
padding	papyrograph	parsing	patrician
pæan	parable	parsimonious	patrimony
Paganini	parabola	parsley	patriotism
Paganism	parachute	parsnip	patrol
pageant	parading	parsonage	patrolling
paging	paradigm	partial	patronize
painfully	paradise	partiality	pattering
palatial	paraffine	partially	paucity
palaver	paragraph	participation	Pauline

261	263	265	267
pauperism	pennant	periodically	perusal
pavement	penniless	periphery	Peruvian
paving	penny	perishable	pervading
pavilion	pennies	peritonitis	perverse
pawn-broker	pence	perjury	perversion
payable	pennyroyal	permeate	perversity
payee	pennon	permission	pervertible
payor	pensioner	permitting	Pestalozzi
peaceable	pentagon	permutation	pestilence
peacefully	Pentateuch	pernicious	pestilential
peaches	Pentecost	peroration	pestle
pearline	penumbra	perpendicular	petted
pease	penurious	perpetrate	petal
peat	peony	perpetually	petite
pebble	people	perpetuity	petitioner
peccary	pepper-sauce	perplexity	petitionee
peculiarity	pepsin	perquisite	petrification
peculiarly	percale	persecute	petrified
pecuniary	perceivable	persecution	petrify
pedagogy	perceiving	persecuting	petroleum
262	264	266	268
pedagogue	percentage	persecutor	pettifogger
pedestal	perceptible	perseverance	petty
pedestrian	perception	persevering	petulant
pedigree	perch	Persian	pewter
pediment	perchance	persimmon	phæton
pedometer	percolation	persistence	phalanx
peevish	percussion	personally	phantasm
pegged	perdition	personation	phantastic
pelican	peremptory	personator	Pharaoh
pellet	perennial	perspective	Pharisee
pellucid	perfectionist	perspicuous	pharmacist
penned	perfidious	perspiring	pharmacopœia
penalties	perforate	perspiration	pharynx
pendulum	perforation	persuade	phases
penelope	performance	persuading	pheasant
penetrable	perfuming	persuasion	Phenix
penetration	perfunctory	pertinacious	phenol
penguin	perigee	pertinacity	phenomenal
peninsula	perihelion	perturbation	phenomenon
penitentiary	perilous	pertinent	phenomena

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Philadelphia	pigeon	plagiarize	plumbing
philanthropist	piling	plague	plummet
philology	pilfer	plaguy	plumming
philopena	pilgrimage	plaid	plurality
philosopher	pillage	planned	pneumatic
philosophical	pillaging	plaque	pneumonia
phlegm	pillory	planetary	poaching
phlegmatic	piloted	planisphere	pocketing
phonetically	pinned	plastic	podded
phonograph	pinning	plat	poem
phosphorus	pinnafore	platted	poetry
photography	pincers	plateaus	poignant
phraseology	pinion	platen	pointer
phrenology	pinnacle	platinum	poise
phthisic	pioneer	platoon	poising
phthisicky	piony	plaudit	poisoning
physics	pious	plausible	poking
physicked	pipkin	played	poky
physically	pippin	playful	polarity
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270	272	274	276
physiology	piquancy	pleaded	policy
physique	pique	pleasant	policies
phytolacca	piracy	pleasurable	politeness
pianist	pirate	pleasure	political
pianos	piscatorial	pledge	politician
pianissimo	pices	Pleiades	polka
piazas	pistareen	plenipotentiary	pollen
picayune	pitcher	plenteous	pollution
piccadilly	pitchy	plentiful	polonaise
picalilli	piteous	pleural	poltroon
piccolo	pithy	pleurisy	polygamy
pickerel	pitiful	pliable	polyglott
picketed	pitifully	pliers	polyhedron
pickling	pittance	pliant	Polynesia
picnic	pitying	plighted	polyp
pictorial	pivoted	plodding	polypi
picturesque	placard	plotting	polysyllable
piebald	placing	plowshare	pomegranate
piecing	placid	plucky	pomeled
piercing	plagiarist	plugging	pomology

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pomposity	possessor	precarious	preposition
pompous	possessive	precaution	preposterous
ponderous	possum	precede	Presbyterian
poniard	postage	preceptor	prescription
pontiff	posterior	precession	presentable
pontoon	posterity	precinct	presentation
ponies	posthumous	precious	presenter
popping	postillion	precipice	preservation
poppet	post-mortem	precipitant	presidential
poppy	postponement	precipitation	pressure
poppies	postscript	precipitous	prestige
populace	posture	precisely	presumably
popularity	posy	precision	presumption
populous	potted	precocious	presumptuous
porcelain	potassium	precocity	pretension
porching	potato	predecessor	pretentious
porcupine	potatoes	predicament	prettily
porgy	potent	prediction	pretzel
porous	potential	predilection	prettiest
porphyry	pôt-pourri	predominate	prevail
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porpoise	poudrette	presumption	prevalence
porridge	poultice	preface	prevaricate
porringer	poulticing	preferring	prevention
portable	poultry	preferred	preventive
portal	powder	preferable	previous
port-crayon	Powhatan	preference	prickly-pear
portemonnaie	powerful	prejudice	priest
portentous	practicable	prejudicially	primacy
portfolios	practical	prelate	primer
portico	practice	preliminary	primeval
porticoes	practicing	prelude	primitive
portmanteaus	pratitioner	premature	princely
portrait	Prairie-du-Chien	premier	principally
Portuguese	praising	premise	prism
portulaca	prancing	premium	prisoner
pose	prating	premonition	pristine
position	prattle	preparation	privacy
positively	praxis	preparatory	privation
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quackery	quatrain	quixotic	ramify
quadrangular	quaver	quizzical	rampage
quadrant	queasy	quizzing	rampancy
quadrature	queen	quoin	ranch
quadrennial	queer	quoit	rancidity
quadrille	quell	quondam	rancorous
quadrillion	quench	quorum	random
quadrinomial	querist	quotable	ranging
quadroon	querulous	quotation	rankling
quadruped	query	quoting	ransack
quadruple	quest	quotient	ransom
quaffing	questionable	rabbi	rapacious
quagga	questioner	rabble	rapacity
quagmire	questor	rabid	rapidity
quailing	quib	raccoon	rapier
quaintness	quibbling	racing	rapine
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qualification	quiescent	radiating	rarefiable
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qualified	quieted	radiation	rarefy
qualifying	quietus	radiator	rarity
quality	quill	radical	rascally
qualm	quilting	radically	raspberry
quandary	quince	radius	ratable
quantitative	quincunx	radish	ratat
quantity	quinine	raffling	ratchet
quarantine	quinsy	raging	rating
quarreling	quintal	ragged	rather
quarrelsome	quintessence	raillery	ratification
quarrying	quintet	railroad	ratify
quarter	quintillion	raiment	ratios
quartering	quintuple	rainbow	rational
quartern	quire	raisable	rationale
quartet	quite	raising	rationality
quartos	quittance	raisin	ravage
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really	reclining	redress	register
realm	recluse	reducing	registrar
ream	recognition	reducible	registration
reap	recognizable	reduction	regretted
rear	recognize	redundant	regretfully
reasonable	recognizor	refectory	regulating
Rebecca	recoil	referred	regulation
rebellng	recollection	referable	regulator
rebellion	recommendation	referee	rehearse
rebuff	recompense	reference	rehearsing
rebuke	reconciling	referrer	rehearser
rebuking	reconciliation	referrible	reindeer
rebus	recondite	refining	reinforce
rebutted	reconnoissance	refiner	reinstating
302	304	306	308
recallable	reconnoiter	reflection	reiterating
recantation	reconsider	reflector	iteration
recapitulating	recourse	reflex	rejecter
recapitulation	recoverable	reflux	rejection
receding	recovery	reformable	rejoicing
receipt	recreant	reformation	rejoinder
receptor	recrimination	reformatory	relapsing
receivable	recruit	refraction	relapse
receive	rectangle	refractory	relating
receiving	rectangular	refrangible	relative
receiver	rectifiable	refuge	relator
recent	rectification	refulgence	relaxation
receptacle	rectifier	refusable	release
receptible	rectify	refusal	releasing
reception	rectilinear	refusing	releaser
recess	rectitude	refutation	relegate
recherche	rectory	refuting	relegation
recipe	recuperation	refuter	relevant
recipient	recurring	regaling	reliable
reciprocal	reddening	regatta	reliance

309	311	313	315
relic	reparable	reptile	residue
relief	reparation	republican	residuum
relieving	repatee	repudiable	resign
reliever	repealable	repudiation	resignation
religion	repealer	repudiator	resigner
religious	repeater	repugnancy	resinous
relinquish	repelling	repulsing	resistance
relishable	repeller	repulser	resister
reluctance	repentance	repulsion	resistible
relying	repenter	reputable	resolution
remarkable	repetend	reputation	resolvable
remediable	repetition	reputing	resolving
remedy	repining	request	resolvent
remember	replacing	requiem	resolver
remembrance	replenish	requirable	resonance
reminiscence	replete	requiring	resorter
remitting	repletion	requirer	resource
remitter	repleviable	requisition	respectable
remittor	replevin	requisitor	respector
remnant	replying	requital	respectively
310	312	314	316
remonstrance	replier	requiter	respiratory
remonstrate	reporter	rescind	respiring
remorsefully	reportorial	rescindable	respiring
removable	reposing	rescission	resplendent
removal	repository	rescription	respondent
removing	reprehensible	rescuer	response
remunerating	reprehension	rescuing	responsibility
remuneration	representation	researcher	responsible
rencounter	repressing	resection	restaurant
rendezvous	represser	resemblance	restaurateur
rendition	repression	resembler	restitution
renegade	reprieving	resentment	restitutor
renewable	reprimand	reservation	restorable
rennet	reprisal	reserving	restoration
renouncing	reproachable	reservoir	restoring
renovating	reprobation	residing	restorer
renovation	reproof	resident	restrainable
renowned	reprovable	residence	restrainer
renunciation	reproving	resider	restricting
repair	reprover	residual	restriction

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resurrection
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resuscitating
resuscitation
resuscitator
retailer
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retainable
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retaliatory
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retarder
retention
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revenger
revenue
reverberating
reverberation
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reverence
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reverie
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reversible
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reverter
revertible
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rhinoceros
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rhubarb
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rollable
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retrench
retribution
retrievable
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revelation

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revivable
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reynard

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ruffian
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rustication
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325	327	329	331
Sabbath	sarcasm	scatter	scurvy
saccharine	sarcastically	scavenger	scuttle
sachem	sarcophagus	scepter	scythe
sacrament	sardine	schedule	seance
sacred	sarsaparilla	scheme	searchable
sacrificial	sassafras	scheming	seasonable
sacrifice	satanic	schism	sebaceous
sacrilegious	satchel	scholar	seceding
sadden	sateen	schooner	secession
Sadducee	satellite	schottish	Seckel-pear
saffron	satiate	science	seclusion
sagacious	satinet	scientifically	secondary
sagacity	satirical	scintillate	secrecy
said	satisfaction	scissors	secret
Saint Croix	saturating	scoff	secretary
salable	Saturday	scold	secretion
salad	Saturn	scorch	sectarian
salamander	saucer	scoring	section
saleratus	saucy	scornfully	sector
salient	sauerkraut	scorpion	secular
326	328	330	332
salivate	saunter	Scottish	securing
sallied	Savannah	scoundrel	securely
salmagundi	saving	scouring	securities
salmon	Saviour	scourge	sedentary
salsify	Saxon	scrawl	sediment
salsoda	scabbard	scream	seditious
salt-rheum	scaffold	screech	Sedlitz Powders
salubrious	scalded	screen	seducible
salutation	scalene	screw-driver	seduction
salvation	scaling	scriptures	seersucker
Samaritan	scallop	scrofulous	seethe
sanctification	scaly	scroll	segar
sanction	scamper	scrubbing	seizure
sandwich	scanned	scrupulous	seldom
San Francisco	scandalous	scrutinize	selection
sang-froid	scanty	scuffle	self-reliance
sanguine	scape-grace	scullion	semblance
sanitary	scarcity	scum	semi-annually
Sanskrit	scarfs	scurf	semicircle
sapphire	scath	scurrilous	seminary

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senatorial	Seward	shurred	similie
sensational	sextant	shoal	simmer
sensibility	sextillion	shoddy	simplicity
sensitive	shackle	shoeing	simultaneous
sensual	shadow	shopping	sinning
sentence	shady	shoulder	Sinai
sententious	shaggy	shoveled	since
sentient	shaky	showy	sincerity
sentinel	Shakespeare	shrewd	sinew
separably	shallow	shriek	sinecure
separate	shameful	shrill	sinful
separating	shammy	shrimp	singeing
separately	shampoo	shrine	singular
separation	shaping	shrunk	siphon
separator	sharing	shrubby	sirloin
separateness	shatter	shudder	sirup
September	shaving	shuffling	sitting
septillion	shawl	shunning	situation
sepulcher	sheaf	shutting	sitz-bath
sepulchral	sheaves	shuttle	sixtieth
334	336	338	340
sequel	shearing	shy	sizable
sequence	shedding	shied	sizing
seraph	sheepish	sibyl	sizzle
seraphim	shellac	sickliness	skating
serenade	shelf	sickle	skedaddle
serene	shelves	siding	skeleton
sergeant	sheol	siderial	skepticism
sermonize	shepherd	siege	sketch
serpentine	sheriff	sieve	skewer
serrated	sherry	signaled	skill
servant	shield	signature	skilful
serviceable	shiftless	significance	skimmed
servile	shilling	signification	skinned
session	Shiloh	signify	skipper
settee	shimmer	silence	skirmish
settlement	shining	silesia	skirt
seventieth	shiny	silhouette	skittish
severally	shipped	silica	skulk
severely	shipping	silos	skunk
sewage	shirk	similarity	slamming

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slanderous	snooze	solvency	sphinx
slating	snoring	somnambulist	spicy
slaty	snow-shoeing	somersault	spigot
slaughter	snubbing	sonata	spinach
slavish	snuffing	sonnet	spinage
slain	soaking	sonorous	spinal
sleazy	soapine	soothe	spiral
sledding	sobbing	sophistry	Spiritualism
sledge	sobriety	sophomore	spirituous
sliding	sobriquet	sorrel	spiteful
slightly	sociable	sorrowful	spleen
slimy	socialist	sough	splendid
slippery	society	sour-crout	splicing
sloppy	socket	souse	sponge
slouch	Socrates	spacious	spontaneous
sluggard	sodding	spading	spoonfuls
sluice	soda-water	spanning	spouse
slyly	sofas	Spaniard	sprain
small	soggy	spaniel	sprawl
smattering	soil	sparring	sprightly
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smilax	soiree	sparing	Spurgeon
smiling	sojourn	sparsely	spurred
smirch	solacing	spasm	spurious
smiting	solar	spawn	spurt
smoking	solely	spearmint	spied
smoky	soling	specialty	squalid
smolder	solemnize	specie	squall
smooth	sofeggio	specific	squander
smudge	solicitation	specimen	squash
smuggle	solicitor	specious	squawk
smutty	solicitude	speck	squeal
snakeroot	soliloquy	spectacle	squeeze
snapping	solitaire	spectator	squirrel
snaring	solitary	specter	stabling
snatching	solos	speculation	staccato
snath	solstice	spectroscope	staffs
sneak	solstitial	speedily	staves
sneer	soluble	spermaceti	stagnation
sneezing	solution	spherical	stall
snobbish	solvable	spheroid	stalwart

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stamina	strawberries	substitution	superphosphate
stampede	strength	subterfuge	supersede
stanchion	strenuous	subterranean	superseding
stanza	stretch	subtile	superscription
starry	strictly	subtraction	superstition
starving	stricture	subtrahend	superstitious
stateliness	stringent	suburb	supervisor
statement	striving	succeed	supple
stationer	stroll	successfully	supplementary
statistical	structure	successor	supplication
statistician	struggling	succotash	supplies
steadily	strychnine	succumb	supposable
stealthy	stubborn	such	supposition
steeple	stucco	suction	suppuration
stellar	studios	sudden	supremacy
stencil	stupefy	suing	supremely
stenograph	stupendous	suet	surcease
stereoscope	stupor	sufficient	surcingle
stereotype	surgeon	suffocating	surd
sterile	stylish	suffrage	surety
350	352	354	356
stern	stylograph	sugar-cane	surface
steward	stylus	suggestion	surfeiting
stifling	suasion	suicide	surgeon
stilettos	suavity	suitable	surloin
stimulus	subaltern	suitor	surmising
stimuli	subdue	sullen	surname
stinginess	subduing	sulphate	surpassable
stipulation	subjection	sulphureous	surplice
stirring	subjugation	sumac	surplus
stirrup	sublimity	summarily	surprising
stomach	submerging	summit	surrender
stoppage	submission	summonses	surrogate
storing	submitted	sumptuous	surtout
storage	subpœnaed	Sunday	surveillance
stories	subscription	sunny	surveyor
strangulation	subsequent	superficially	susceptible
stratagem	subservient	superfluous	suspense
stratum	subsiding	superintendent	suspension
strata	subsistence	superior	suspicion
Strauss	substantially	superlative	suspicious

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Susquehanna	symphony	tarried	terminal
sustainable	symphonies	tartar	termination
sustenance	symptom	tassel	terminus
sutler	synagogue	tattoo	terrace
swagger	syncopate	taut	terra-cotta
swain	syncope	tautology	terestrially
swale	syndicate	tawdry	terrible
swallow	synecdoche	tawny	terrific
swamp	synod	taxable	territorial
swan	synonyms	taxidermist	terrorize
swapping	synonymous	teasing	tersely
swarm	synopsis	technically	tertiary
swath	syntax	technology	testamentary
swayed	synthesis	Te Deum	testator
swearing	Syracuse	tedious	testatrix
sweat	syringe	telegram	testimonial
Swedenborgian	syrup	telegraphy	testimony
sweeping	systematically	telephone	tete-a-tete
swelled	systematize	telephony	tetragon
swill	systemize	telescope	tetrahedron
358	360	362	364
swimming	tabernacle	tellurian	teutonic
swindling	tableau	temerity	textile
swingeing	tableaux	temperance	texture
swingle-tree	tabular	tempestuous	Thanatopsis
swinney	taciturn	templar	thankfully
switch	tactician	temporarily	theater
swivel	taking	temptation	theatrically
swoop	tallow	tenacious	thenceforth
sycamore	Talmud	tenacity	theocracy
sycophant	talon	tenantable	theodolite
sycosis	tambourine	tendon	theologically
syenite	taming	tenement	theorem
syllable	tandem	tennis	theoretically
syllogism	tangent	tenon	therapeutics
sylph	tanning	tension	thermal
sylvan	tantalize	tentacle	thermometer
symbolical	tapestry	tentative	thespian
symmetrical	tapioca	tenure	thief
sympathy	tarantula	terapin	thieves
sympathizing	tariff	termagant	thirteenth

365	367	369	371
thirtieth	tonsonal	transferrible	trinitarian
thistle	topaz	transfusible	trinomial
thither	topical	transfusion	trio
thong	topography	transgressor	trios
thorax	topsy-turvy	transient	tripping
though	tornado	translation	triphthong
thoughtfully	tornadoes	transmitting	trisyllable
thousandth	torpedo	transparency	triumphant
throbbing	torpedoes	transpiring	triumvirate
thrummed	torpidity	transposing	trivially
thumb	torrid	trapping	trodden
Thursday	torsion	trapezium	trombone
thwarted	tortoise	trapezoid	trophy
tiara	torturing	traveling	tropical
ticdouloureux	torturer	traveling	troubadour
tie	torturous	traversing	trough
tying	totally	treachery	trousers
tierce	toughen	treacle	trowers
timorous	tourist	treasonable	trowel
timothy	tournament	treasurer	truant

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tincture	toward	treasury	truculent
tingeing	toweling	treatise	trumpeter
tippling	towered	treble	trunnion
tiring	toxicology	trellis	tuba
tissue	traceable	tremendous	tubing
titillation	tracing	tremor	tuberosc
tnesis	trachea	tremulous	Tuesday
toadstool	tractable	trepidation	tugging
tobacco	tractor	trespassing	tuition
toboggan	trading	tresses	tumor
toesin	tradition	trestle	tumultuous
together	traducible	triangle	tuning
toggery	traffic	tribunal	tunneling
toilet	trafficking	tribune	tureen
tomahawk	tragedian	tribute	turgid
tomato	traitor	trident	turkeys
tomatoes	trammeling	trigger	turkots
tombstone	tranquillity	trigonometry	turmoil
tongue	transcription	trilling	turpentine
tonnage	transferable	trimming	turret

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tutulary	upward	velocity	vigilance
tutorage	urchin	vendue	vignette
twaddling	usage	veneer	village
tweezers	using	venerable	villain
twelve	usually	Venetian	vindication
twelfth	usurer	vengeance	vinegar
twentieth	usurpation	venison	violence
tympanum	utensil	venomous	violin
type	utility	ventilation	violoncello
typhoon	uxoricide	ventriloquism	virginity
typhoid	vacation	venturing	virile
typical	vaccination	veracious	virtually
typography	vaccine	veracity	virtue
tyrannical	vacilation	verbally	virulence
tyrannize	vacuum	verdigris	virus
tyro	vagrancy	verdure	visage
tyros	vague	verify	viscount
ubiquitous	valedictory	verily	visionary
ubiquity	valerian	vermilion	visitor
ugly	valet	vernacular	vitalize
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ulceration	valliant	vernal	vitiating
ulterior	valentine	vernier	vitreous
ultimatum	validity	versatile	vitriol
umbrageous	valise	versify	vivacious
umbrella	valleys	vertebra	vivacity
unanimous	valorous	vertebræ	vividly
uncle	valuable	vertically	vizier
uncouth	vandal	vessel	vocabulary
unction	vanilla	vestige	vocalization
unctuous	vapidly	Vesuvius	vocally
undulation	vaporization	veto	vocation
unify	variation	vetoos	vociferous
union	varioid	vexatious	vogue
unique	vassalage	vicarage	voice
unison	Vatican	vicinity	voidable
Unitarian	vault	vicious	volatile
universally	vegetable	vicissitude	volcano
university	vehemence	Victoria	volcanoes
until	vehicle	victuals	volution
upbraid	velocipede	viewer	volleys

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voluble	wean	whoopingcough	wrestle
volume	weapon	whose	wretch
voluminous	wearisome	wicopy	writing
voluntary	weasel	widow	written
Voltaire	weaving	width	Wycliffe
voluptuous	webbed	wield	xebec
voracious	wedding	wife	Xerxes
voracity	wedge	wives	Xenophon
voucher	Wednesday	wigwam	yacht
vulcanize	weevil	Wilmington	Yankee
vulgarism	weird	wilfully	yarn
vulgarity	welcome	willow	yarrow
vulnerable	welfare	winning	yawl
vulture	Wesley	windlass	ycleped
wadding	whale	windrow	yearly
wading	wharfs	winnowing	yearn
waffle	wharves	wiry	yeast
wagging	wheaten	wisdom	yelk
waging	wheelde	wisecre	yellow
wagon	wheelbarrow	withal	yeoman
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waif	wheezy	witticism	yerk
wainscot	whence	wizard	yesterday
wallet	wherefore	wofully	yield
wallow	wherever	wolf	yodel
walnut	whetstone	wolverine	yoking
walrus	theyey	woman	yolk
waltz	which	women	yonder
wampum	whiff	wonderfully	youthful
wahing	whimsical	wondrous	zealous
warping	whinny	wooling	zebra
warrantee	whippletree	woodchuck	zenith
warrior	whippoorwill	woolen	zephyr
wasteful	whirligig	Worcester	zeros
wasting	whisky	worrisome	zithern
watchfully	whistling	worsted	zigzag
water-cress	whittle	worshiped	zinc
waving	whizzing	wrath	zodiac
waylaid	whoa	wrangling	zoological
wayward	wholesale	wren	zoophite
wealth	wholesome	wrench	zouave

WORDS OF SIMILAR PRONUNCIATION, BUT DIFFERING IN MEANING AND SPELLING.

Abba, father.
 abbe, an abbot.
 abbey, a convent.
 Abel, a name.
 able, strong, skilful.
 absence, to be away.
 absents, to make absent.
 accidents, mishaps.
 accidences, rudiments.
 acclamation, applause.
 acclimation, used to climate.
 aching, continued pain.
 akin, related.
 acts, deeds.
 ax, a tool.
 adds, increases, reckons.
 adz, a tool.
 adherence, constancy.
 adherents, followers.
 advice, counsel.
 advise, to give counsel.
 ah, an exclamation.
 awe, fear, wonder.
 all, to be ill.
 ale, a liquor.
 air, atmosphere.
 ere, before.
 heir, an inheritor.
 are, plural of *to be*.
 aisle, a passage.
 isle, an island.
 I'll, I will.
 ait, a small island.
 ate, devoured.
 eight, a number.
 all, every one.
 awl, a tool.
 allegation, affirmation.
 alligation, uniting.
 alley, a passage.
 allay, to quiet.
 ally, a friend.
 alms, charity.
 arms, limbs.
 aloud, with noise.
 allowed, permitted.
 altar, communion table.
 alter, to change.
 amend, make better.
 anende, a fine.
 anchor, to stop, to fix.
 anker, a measure.
 Anne, a name.
 an, one.
 annalist, a historian.
 analyst, an analyzer.
 annalize, to record.
 analyze, to separate.

ant, an insect.
 aunt, a relative.
 ante, before.
 anti, opposed to.
 arc, part of a circle.
 ark, a boat.
 arches, curved structures.
 archers, bowmen.
 arraign, to accuse.
 arrange, to put in order.
 arrant, bad, vile.
 errand, a message.
 errant, wandering.
 arrear, unpaid.
 arrier, rear guard.
 artist, one skilled in art.
 artiste, female artist.
 ascent, act of rising.
 assent, agreement.
 asperate, to make rough.
 aspirate, to breathe upon.
 asperation, making rough.
 aspiration, ambition.
 assistance, help, aid.
 assistants, helpers.
 attendants, servants.
 attendance, waiting on.
 attle, a garret.
 antic, a caper.
 aught, anything.
 ought, should.
 auger, a boring tool.
 augur, to predict.
 austere, severe.
 oyster, a shell fish.
 aune, a cloth measure.
 on, a preposition.
 auricle, part of the ear.
 oracle, counsel.
 awed, dreaded.
 odd, uneven, peculiar.
 axes, tools.
 axis, turning line.
 aye, yes.
 eye, organ of sight.

B

bacon, smoked pork.
 beckon, to summon.
 bad, wicked.
 bade, past of bid.
 bail, security.
 bale, a bundle.
 balable, may be baled.
 bailable, may be bailed.
 bait, food to entice.
 bate, to lessen.
 baiting, enticing.
 bating, lessening.

baize, a kind of cloth.
 bays, parts of the sea.
 bald, hairless.
 bawled, cried aloud.
 ball, a round body.
 bawl, to cry aloud.
 ballad, a song.
 ballet, a dance.
 ballot, a voting ticket.
 banded, united.
 bandied, tossed about.
 bans, marriage ties.
 bands, companies.
 balm, a plant.
 barm, yeast.
 bare, naked.
 bear, a beast, to carry.
 bard, a poet.
 barred, fastened.
 bark, cry of a dog.
 barque, a kind of ship.
 baron, a nobleman.
 barren, unfruitful.
 baroness, a baron's wife.
 barrenness, sterility.
 base, the bottom, mean.
 bass, low music, a fish.
 bay, a part of the sea.
 Bey, a governor.
 baa, cry of a sheep.
 bask, to warm.
 basque, a kind of dress.
 batten, a board.
 batting, sheet cotton.
 baton, a staff, a rod.
 box, a case.
 balks, stops abruptly.
 balking, stopping abruptly.
 bocking, a kind of cloth.
 bee, an insect.
 be, to exist.
 beach, shore, coast.
 beech, a tree.
 beat, to strike.
 beet, a vegetable.
 beau, a man of dress.
 bow, a weapon, a knot.
 bough, a branch.
 bow, to salute, to bend.
 been, from *to be*.
 bean, a vegetable.
 bin, a grain box.
 beer, malt liquor.
 bere, kind of barley.
 bier, carriage for the dead.
 behoof, advantage.
 behoove, to be fit.
 bases, plural of base.
 basis, foundation.

bight, a corner.
bite, act of biting.
billed, having a bill.
build, to erect.
binocle, a telescope.
binnacle, compass box.
birth, coming into life.
berth, sleeping-place.
better, superior.
bettor, one who bets.
blue, a color.
blew, did blow.
bloat, to swell.
blote, to dry by smoke.
boy, male child.
buoy, floating signal.
boa, a serpent.
bore, to make a hole.
boar, the male swine.
boor, a clown.
border, margin.
boarder, one who boards.
bodies, plural of body.
bodice, a waistcoat.
bold, courageous.
bolloed, formed into a boll.
bowled, rolled balls.
boll, seed cup.
bole, trunk of a tree.
bowl, a basin.
born, come into life.
borne, carried.
bourn, a bound, limit.
borough, a town.
burrow, a rabbit hole.
bell, a sounding vessel.
belle, a young lady.
braid, to plait.
brayed, did bray.
break, an opening.
brake, a wheel drag.
bray, a harsh sound.
brac, broken ground.
board, timber.
bored, pierced, worried.
breach, a rupture.
breach, part of a gun.
bread, food.
bred, reared.
brewed, fermented.
brood, offspring.
brews, makes malt liquor.
bruise, to crush.
bridal, marriage festival
bridle, a curb.
Briton, native of Britain.
Britain, England and Scotland.
broach, to utter.
brooch, a jewel.
brows, plural of brow.
browse, to feed.
bruin, a bear.
brewing, boiling.
brute, a beast.
bruit, to noise abroad.
brogue, a coarse shoe.
brog, an instrument.
bun, a small cake.
bonne, a nurse-maid.
bury, to inter.
berry, a fruit.

but, except, besides.
butt, a cask.
by, preposition.
buy, to purchase.
bye, a dwelling.
bolder, braver.
bowlder, a large stone.
braze, to solder.
brays, harsh sounds.
bull, male cow.
buhl, a metal.

C

cab, a carriage.
kab, a measure.
cable, a rope, or chain
cabal, a party of men.
caddy, a box.
Cadi, a Turkish judge.
Cain, a name.
cane, a walking-stick.
calk, to stop leaks.
cauk, a mineral.
call, vocal address.
caul, a membrane.
calendar, an almanac.
calender, a hot press.
calculus, computation.
calculous, stony.
camera, an apparatus.
chimera, idle fancy.
champaign, open field.
champagne, a wine.
can, tin vessel, could.
Khan, a ruler.
canal, water-course.
canaille, coarse flour.
cannon, large gun.
canon, a law, a rule.
canyon, a gorge, a gully.
canvas, cloth.
cannass, to solicit.
candid, fair, open.
candied, turned to sugar.
capital, principal, chief.
capitol, edifice.
carrot, a vegetable.
carat, weight.
caret, a mark.
carol, song of joy.
Carroll, a name.
cash, money.
cache, hole for goods.
cask, wooden vessel.
casque, a helmet.
cast, to throw.
caste, rank.
Castile, a town, a soap.
cast-steel, a metal.
castor, a beaver.
caster, a frame, a roller.
catarrh, a disease.
guitar, instrument.
caudal, a tail, a fin.
candle, a drink.
coddle, to fondle, parboil.
cough, effort of lungs.
cauf, fish box.
caught, did catch.
cot, small bed.
cause, that produces.
caws, cries of crows.

caviller, captious person.
cavaller, horseman.
callous, insensible.
callus, bony matter.
cede, to give up.
seed, plant germ.
ceiling, part of a room.
sealing, fastening.
cell, small room.
sell, to give for price.
cellar, basement.
seller, one who sells.
censor, a vessel.
censor, a critic.
census, numbering.
senses, faculties.
cents, coins.
cense, a perfume
sense, faculty.
scents, odors.
centaury, a plant.
century, hundred years.
cereal, grain.
serial, belonging to a series.
cession, yielding.
session, a sitting.
cetaceous, whale species.
setaceous, bristly.
chagrin, ill humor.
shagreen, fist skin.
chance, accident.
chants, melodies.
chaste, pure.
chased, pursued, carved
chews, masticates.
choose, to select.
choir, singers.
quire, twenty-four sheets.
cholier, anger.
collar, neck-wear.
caller, a visitor.
chord, musical sound.
cord, measure, string.
cored, taken from center.
chough, a sea bird.
chuff, a clown.
chissels, coarse bran.
chissels, cuts with a chisel.
chimb, edge of a cask.
chime, sound of bells.
chronicle, history.
chronical, of long duration.
cilicious, made of hair.
silicious, flinty.
circle, round figure.
surcle, a twig.
cit, a citizen.
sit, to rest.
claws, talons.
clause, part of sentence
clime, climate.
climb, to ascend.
close, to shut, to end.
clothes, garments.
click, to tick.
clique, a party.
cobble, mend coarsely.
cobbie, fishing-boat.
coal, fuel.
cole, cabbage.
kohl, a pigment.

cold, frigid, not hot.
 coaled, supplied with coal.
 coarse, rough.
 course, direction.
 coat, a garment.
 cote, a small house.
 column, a pillar.
 collum, a collar.
 codling, an apple.
 codding, parboiling.
 coffer, money chest.
 cougher, one who coughs.
 coffin, box for dead.
 coughing, effort of lungs.
 coin, money.
 quoin, a wedge.
 collation, a repast.
 colation, straining.
 Colonel, an officer.
 kernel, a seed, a grain.
 color, a tint.
 culler, a chooser.
 committee, managers.
 comity, politeness.
 complacent, gratified.
 complaisant, civil, polite.
 complaisance, satisfaction.
 complaisance, civility.
 commence, to begin.
 comments, explanations.
 compliment, flattery.
 complement, full number.
 confidant, trusted friend.
 confident, full belief.
 consonance, concord.
 consonants, letters.
 consequence, that follows.
 consequents, deductions.
 concession, a yielding.
 cession, joint sitting.
 coomb, a measure.
 coom, soot.
 comb, an instrument.
 copies, imitations.
 coppice, woods.
 coquet, deceive in love.
 coquette, vain girl.
 corol, a corolla.
 coral, insect deposit.
 core, inner part.
 corps, soldiers.
 copse, a wood.
 cops, a cleft.
 corpse, a dead body.
 correspondence, letters.
 correspondents, writers.
 council, assembly.
 counsel, advice.
 corporal, an officer.
 corporeal, having a body.
 courier, a messenger.
 currier, leather dresser.
 cousin, a relative.
 cozen, to cheat.
 coward, without courage.
 cowered, bent low.
 creak, harsh noise.
 creek, small stream.
 crewel, yarn.
 cruel, savage.
 critic, a judge.
 critique, criticism.

crews, sailors.
 cruise, voyage.
 cruse a cruet.
 crevice, a crack.
 crevis, crawfish.
 cue, a hint, a rod.
 queue, Chinaman's hair.
 currant, a fruit.
 current, flowing stream.
 custom, habit.
 costume, dress.
 cygnet, a swan.
 signet, a seal.
 cymbal, musical instrum't.
 symbol, a sign.
 cypress, a tree.
 Cyprus, an island, crape.
 Oypria, a goddess.

D

dam, to obstruct.
 damn, to condemn.
 dammed, banked.
 damned, condemned.
 dance, to move nimbly.
 daunts, discourages.
 Dane, native of Denmark.
 deign, to condescend.
 day, time.
 Dey, a governor.
 days, plural of day.
 dace, a fish.
 daze, to dazzle.
 dear, costly, beloved.
 deer, an animal.
 decease, death.
 disease, illness.
 deference, respect.
 difference, disagreement.
 demean, to behave.
 demesne, land.
 dents, marks.
 dense, compact.
 dependents, disciples.
 dependence, reliance.
 depository, [warehouse].
 depository, a trustee.
 descent, downward.
 dissent, disagreement.
 decent, becoming.
 descendant, falling.
 descendant, offspring.
 descension, descent.
 dissension, strife.
 delegation, deputies.
 deligation, a bandaging.
 desert, a waste.
 dessert, sweetmeats, etc.
 disert, eloquent.
 device, a design.
 devise, to contrive.
 deviser, a contriver.
 divisor, a testator.
 divisor, a number.
 dew, moisture.
 due, owed.
 die, to expire, a stamp.
 dye, to color.
 dies, expires.
 dyes, colors.
 dice, small cubes.

dire, dreadful.
 dyer, one who dyes.
 discous, broad and flat.
 discuss, quoit.
 discuss, to argue.
 discreet, prudent.
 discrete, separate.
 diverse, different.
 divers, many.
 doe, a she-deer.
 dough, unbaked bread.
 doh, fiber of a palm.
 do, scale-note.
 does, she-deer.
 doze, to slumber.
 done, performed.
 don, to put on.
 dun, a color.
 dawn, break of day.
 dost, from do.
 dust, powdered earth.
 dorsel, a pack-saddle.
 dorsal, belonging to the back.
 dosel, drapery.
 docile, teachable.
 drachm, a weight.
 dram, a small quantity.
 draft, a bill.
 draught, a drink.
 dual, two.
 duel, a combat.
 dyeing, coloring.
 dying, expiring.

E

eager, desirous.
 eagle, a flood.
 earn, to gain by labor.
 urn, a vase.
 effect, a result.
 affect, to act upon.
 eighty, a number.
 Ate, a goddess.
 either, one of two.
 ether, volatile fluid.
 elicit, to draw out.
 illicit, unlawful.
 elision, division.
 elysian, delightful.
 emersion, rising out.
 immersion, being in fluid.
 emerge, to rise out of.
 immerge, plunge into.
 empyreal, pure.
 imperial, royal.
 enallage, figure of syntax.
 analogy, similarity.
 enema, an injection.
 enemy, a foe.
 envelop, to inwrap.
 envelope, a wrapper.
 eruption, bursting.
 irruption, sudden invasion.
 eye, organ of sight.
 aye, yes.
 ewer, a vessel.
 your, belonging to you.
 exercise, work.
 exorcise, to abjure.
 extant, now existing.
 extent, space, size.

F

faint, languid, weak.
feint, pretense.
fane, pleased, gladly.
fain, a temple.
feign, to pretend.
fair, beautiful, just.
fare, price, food.
farther, more distant.
father, male parent.
fother, load of lead.
feet, plural of foot.
fete, a festival.
feat, a bold act.
fetid, stinking.
feted, honored.
fawn, young deer.
Faun, a deity.
faucet, a spigot.
facet, small surface.
faults, defects.
false, untrue.
fees, plural of fee.
fease, to untwist.
fetter, a shackle.
fetor, stench.
fellow, companion.
felloe, part of a wheel.
ferrule, a band.
ferule, wooden pallet.
feud, a quarrel, fee.
food, victuals.
flip, to snap.
Philip, a man's name.
filter, to strain.
philter, love charm.
find, to discover.
fined, punished.
fire, heat and light.
fiar, average price.
fir, a tree.
fur, animal hair.
fizz, hissing noise.
phiz, the face.
flea, an insect.
flee, to run away.
flew, did fly.
fue, chimney.
flour, ground grain.
flower, a blossom.
flare, to flash.
flaire, a fish.
flow, to run.
floe, floating ice field.
forth, forward.
fourth, ordinal of four.
four, a number.
fore, first part.
fort, fortified place.
forte, strong part.
formally, with ceremony.
formerly, time past.
foul, unclean.
fowl, a bird.
foggy, cloudy.
fog, dull, old person.
frays, quarrels.
phrase, part of sentence.
freeze, congeal with cold.
freezes, set at liberty.
frieze, cloth.

free, an iron wedge.
fro, from, back.
furs, skins of beasts.
furze, a shrub.
funeral, burial ceremonies.
funereal, dark, mournful.
fungous, soft, spongy.
fungus, mushroom.

G

gable, end of a house.
gabel, a tax.
gait, manner of walking.
gate, a door.
gage, a pledge, a plum.
gauge, a measure.
gala, a show.
gally, in a gay manner.
gall, bile.
Gaul, a Frenchman.
gamble, to wager.
gambol, to skip.
gamnot, a knife.
gamut, a scale.
genius, talent.
genus, a class.
gills, part of a fish.
guills, a plant.
gilt, gold on surface.
guilt, crime.
glare, splendor.
glair, white of an egg.
glacier, field of ice.
glazier, a glass-setter.
gliff, a glance.
glyph, a channel.
gneiss, kind of rock.
nice, fine.
goer, one who goes.
gore, blood; to pierce.
gored, pierced.
gourd, a plant.
gorilla, an animal.
guerrilla, irregular soldier.
grate, iron frame, file.
great, large.
Greece, a country of Europe.
grease, fat.
greave, to clean.
grieve, to sorrow.
grip, to clutch.
grippe, catarrh.
groan, deep sigh.
grown, increased.
grocer, a merchant.
grosser, coarser.
guest, a visitor.
guessed, conjectured.
guise, appearance.
guys, ropes.

H

hall, to salute.
hale, healthy.
hair, filament.
hare, a rabbit.
halk, a coat.
hake, a fish.
hall, a large room.
haul, to pull.
handsome, elegant.
hansom, a vehicle.

Handel, a musician.
handle, a haft.
hart, an animal.
heart, seat of life.
hawk, a bird.
hock, a wine.
hough, to hamstring.
hawkey, a game.
hockey, harvest home.
hay, dried grass.
hey, an expression.
heal, to cure.
heel, part of foot.
heard, did hear.
herd, a drove.
hear, to hearken.
here, in this place.
hesperis, a plant.
Hesperus, evening star.
hew, to cut.
hue, a tint.
Hugh, a name.
hide, to conceal.
hied, hastened.
hie, to hasten.
high, lofty.
higher, more lofty.
hire, to employ.
him, objective of he.
hymn, a sacred song.
hoard, to lay up.
horde, a tribe.
hoarse, rough voice.
horse, an animal.
hoes, tools.
hose, tubing.
hole, a cavity.
whole, entire.
holy, sacred.
wholly, completely.
home, an abode.
holm, an islet.
honorary, done in honor.
onerary, fitted for burdens.
hoop, circular binding.
whoop, a shout.
hour, sixty minutes.
our, belonging to us.
humorous, a bone.
humorous, damp.
huzza, a shout.
hussar, a horse soldier.

I

idol, image.
idle, unemployed.
idyl, poems.
illicit, unlawful.
illicit, to draw out.
illude, to deceive.
elude, to escape from.
allude, to hint.
imminent, impending.
eminent, exalted.
immigrate, moving into.
emigrate, moving out of.
impassable, pathless.
impassable, without pain.
imposter, pretender.
imposture, fraud.
incidents, events.
incidence, a falling on.

incite, to urge.
 insight, discernment.
 incision, cutting into.
 insition, grafting.
 incus, an anvil.
 incuss, to strike.
 incense, perfume.
 insense, to instruct.
 indict, to accuse.
 indite, to dictate.
 indiscreet, imprudent.
 indiscrete, not separated.
 ingenious, inventive.
 ingenuous, open, artless.
 innocence, purity.
 innocents, harmless things.
 inn, a tavern.
 in, within.
 instants, moments.
 instance, example.
 intense, extreme.
 intents, designs.
 intention, purpose.
 intension, straining.
 inhabitants, dwellers.
 inhabitation, residence.
 invade, to infringe.
 inveighed, censured.
 illusion, deception.
 elusion, evasion.
 allusion, a hint.
 islet, small island.
 eyelet, a loop-hole.

J

jam, preserves.
 jamb, end of door.
 Jane, a name.
 jean, a cloth.
 jeers, scoffs.
 jeers, ship tackles.
 Jewry, land of Judea.
 jury, set of men.

K

kale, kind of cabbage.
 kayle, a nine-pin,
 key, a fastener.
 quay, a wharf.
 kissed, smacked.
 kist, a chest.
 kill, to take life.
 kiln, a furnace.
 ketch, a vessel.
 catch, to overtake.
 koh, a cow call.
 co, a prefix.
 knag, a knot of wood.
 nag, small horse.
 knap, a nob.
 nap, short sleep.
 knave, a rogue.
 nave, center, hub,
 naive, artless.
 knead, to work dough.
 kneed, having knees.
 need, want.
 kneel, to rest on knees.
 Neal, to temper.
 knew, understood.
 new, not old.
 gau, an animal.

knit, to form texture.
 nit, insect's egg.
 knight, title of honor.
 night, darkness.
 know, understand.
 no, not so.
 knitter, one who knits,
 nitter, an insect.
 knows, understands.
 nose, organ of smell.
 knot, part tied.
 not, word of refusal.
 Nott, a name.

L

lack, to want.
 lac, gum.
 lacks, wants, needs.
 lax, loose, slack.
 lade, to load.
 laid, placed.
 ladder, frame with steps.
 larder, place for provisions.
 lacer, one who laces.
 laser, a gum-resin.
 lane, a road.
 lain, rested.
 launch, to dart.
 launch, a ship.
 laps, plural of lap.
 lapse, to slide.
 larva, a grub.
 lava, melted stone.
 Latin, a language.
 latten, brass.
 lea, a meadow.
 lee, sheltered place.
 leach, to filtrate.
 leech, a worm.
 lead, a metal.
 led, guided.
 leaf, part of a plant.
 leof, willingly.
 leak, a hole.
 leek, a plant.
 lean, not fat.
 lien, mortgage.
 leased, rented.
 least, smallest.
 legislator, a lawgiver.
 legislature, assembly.
 lends, loans.
 lens, optical glass.
 lesson, a task.
 lessen, to diminish.
 levee, a bank.
 levy, to collect.
 liar, a falsifier.
 lier, one who lies down.
 lyre, musical instrument.
 lie, a falsehood.
 ley, a liquid.
 lightning, electricity.
 lightening, unloading.
 limpid, clear.
 limpet, a mollusk.
 limb, a branch.
 limn, to draw.
 lineament, features.
 liniment, ointment.
 links, connecting rings.
 lynx, an animal.

loan, to lend.
 lone, solitary.
 load, a burden.
 lode, a mineral vein.
 lo, look.
 low, not high.
 loam, soft earth.
 loom, frame for weaving.
 loath, unwilling.
 loathe, to feel nausea.
 lock, fastening.
 loch, a lake.
 Lok, a deity.
 lomp, a fish.
 lump, shapeless mass.
 loon, a vagabond.
 lune, a crescent.
 lore, learning.
 lower, to bring low.
 lose, to miss anything.
 loose, unbound.
 luce, a fish.
 lute, musical.
 loot, to rob.

M

matin, a song.
 matting, mat material.
 mating, matching.
 made, created.
 maid, unmarried woman.
 mail, armor.
 male, masculine.
 mane, hair.
 main, chief, principal.
 Maine, a State.
 maize, corn.
 maze, intricate.
 mace, spice.
 mattress, quilted bed.
 mattress, chemical vessel.
 mandrel, a lathe.
 mandrill, a baboon.
 maggot, a grub.
 maggot, a monkey.
 manner, method.
 manor, estate.
 manna, food.
 mantel, chimney piece.
 mantle, a cloak.
 marshal, officer.
 martial, warlike.
 mare, female horse.
 Mayor, city officer.
 mark, visible line.
 marque, a license.
 marc, piece of money.
 marten, an animal.
 martin, a bird.
 mead, a drink.
 meet, reward.
 Mede, native of Media.
 mean, low.
 mien, aspect.
 mesne, middle.
 meat, food.
 meet, come together.
 mete, to measure.
 meddle, interfere.
 medal, a token.
 meddler, one who meddles.
 medlar, a tree.

merlin, a hawk.
merling, a fish.
merlion, part of a fort.
metal, mineral.
mettle, spirit, courage.
mellow, soft, ripe.
melloe, an insect.
mew, a cry, cage.
mue, to molt.
melon, a fruit.
mellon, a chemical.
might, power, strength.
mite, small thing.
millenary, of a thousand.
millinery, bonnets, etc.
mince, to cut fine.
mints, coining places.
minds, faculties.
mines, underground works.
miner, worker in mines.
minor, under age.
missal, a book.
missile, weapon thrown.
missel, a bird.
mist, fine rain.
missed, failed in aim.
mighty, powerful.
mity, having mites.
me, myself.
mi, scale-note.
Miss, title, to omit.
mis, a prefix.
moan, to lament.
mown, cut down.
moat, a ditch.
mote, small particle.
mode, manner.
mowed, cut down.
more, greater quantity.
mower, grass cutter.
mohr, an antelope.
moa, a bird.
mole, small animal.
moll, soft, minor.
mold, to form.
mow, to cut grass.
moe, a mow.
mo, a contraction.
mecha, a weight, coffee.
moco, a quadruped.
modest, not forward.
modiste, fashion director.
modist, follower of fashion.
morning, early day.
mourning, grieving.
morass, a swamp, marsh.
morus, a plant.
mucous, slimy.
mucus, a fluid.
music, harmonical sounds.
mucic, an acid.
mule, an animal.
mewl, to cry.
muscat, a grape.
musk-cat, an animal.
muskot, a gun.
muss, confusion.
muse, small animal.
muse, deep thought.
mews, cries of a cat.
mum, silent.
muumm, to mask, disguise.

mustard, a plant.
mustered, assembled.
muscle, organ of motion.
mussel, shell-fish.
mullein, a plant. [ing.
mulling, reducing, soften-
mortar, a cement.
morter, a lamp or light

N

naughty, mischievous, bad.
knotty, full of knots.
naval, nautical.
navel, center of abdomen.
nay, no.
neigh, horse's whinny.
nee, born.
near, not distant.
ne'er, never.
neither, not either.
nether, lower.
nephew, a relative.
navew, a plant.
navy, fleet of ships.
neve, part of a glacier.
navvy, a digger.
news, fresh accounts.
noose, slip-knot.
nice, fine.
gneiss, granite rock.
nicks, notches.
pnux, a forum.
nix, a fairy.
nigh, near.
nye, a brood.
nostoc, a plant.
Gnostic, one of a sect.
nod, motion.
gnawed, nibbled.
none, not any.
nun, female devotee.
non, not, a prefix.
null, void, invalid.
nul, no, not any.

O

oar, rowing-blade.
ore, a mineral.
ower, one who owes.
o'er, over.
or, preposition.
ochre, a paint.
okra, a vegetable.
odd, uneven, peculiar.
od, a kind of force.
awed, dreaded.
odium, hatred.
odeum, a theater.
ode, a poem.
owed, under obligation.
offal, waste meat.
awful, causing awe.
oh, exclamation.
owe, to be in debt.
one, a unit, single.
won, gained.
wan, pale.
ordinance, law.
ordnance, cannon, etc.
ottar, oil of roses.
otter, an animal.

P

pass, go by.
parse, analyze, describe.
paced, walked slowly.
paste, a mixture.
packed, bundled.
pact, contract.
pail, a bucket.
pale, whitish.
pane, square of glass.
pain, agony.
pair, a couple.
pare, to peel.
pear, a fruit.
palace, princely house.
Pallas, a deity, planet.
palate, organ of taste.
pallet, a bed, a board.
pall, covering for dead.
Paul, a name.
panel, part of a door.
pannel, saddle.
Papa, father.
pawpaw, a fruit.
passable, tolerable.
palatable, with feeling.
pastor, clergyman.
pasture, grazing-land.
patients, sick persons.
patience, calmness.
paten, a plate.
patten, a wooden shoe.
paws, beasts' feet.
pause, rest.
Paas, Easter festival.
pass, to push.
partition, that divides.
petition, an entreaty.
peace, quiet.
piece, a part.
peak, the top.
peek, to peep.
pique, ill-will.
peal, a loud sound.
peel, to pare, rind.
piel, an iron wedge.
pearl, a jewel.
pirl, to twist.
purl, a ripple, murmur.
pedal, foot-rest.
peddle, to sell.
peer, nobleman, equal.
pier, column, wharf.
pencil, writing instrument.
pensile, suspended.
pendant, a flag.
pendent, hanging.
personal, individual.
personnel, persons, staff.
phlox, a flowering plant.
flocks, herds.
phocal, belonging to seals.
focal, relating to focus.
pie, pastry.
pl, mixed.
pickle, a preserve.
picul, Chinese weight.
pillar, a column.
pillow, head-rest.
picks, tools, nibbles.
pyx, a box.

pistil, part of flower.
 pistol, firearm.
 pistole, a coin.
 plaice, a fish.
 place, situation.
 plain, clear.
 plane, flat surface tool.
 plait, to braid, a fold.
 plate, shallow vessel.
 plaintive, sorrowful.
 plaintiff, accuser.
 pleas, argument.
 please, to delight.
 plumb, upright, a weight.
 plum, a fruit.
 plume, a crest, a feather.
 Pole, a stick, from Poland.
 poll, a tax, the head.
 Poe, a name.
 poh, exclamation.
 poke, a thrust, laggard.
 poak, waste matter.
 pongee, kind of silk.
 Ponghee, a priest.
 poplar, a tree.
 popular, familiar.
 populace, the people.
 populous, full of people.
 pore, opening.
 pour, cause to flow.
 poa, grass.
 poor, not rich.
 poring, looking intently.
 pouring, raining, flowing.
 port, a harbor.
 Porte, Turkish court.
 portion, part.
 potion, draught of medicine.
 postal, relating to mails.
 postil, marginal note.
 praise, commendation.
 prase, a mineral.
 prays, entreats, petitions.
 preys, feeds on.
 presents, gifts.
 presence, being present.
 pride, self esteem.
 pried, moved by a lever.
 prize, reward.
 prices, looks into.
 price, value.
 prints, impressions.
 prince, king's son.
 princess, king's daughter.
 princes, king's sons.
 President, chief executive.
 precedent, going before.
 pressed, squeezed.
 prest, ready, a loan.
 principal, chief, head.
 principle, an element.
 prior, previous.
 prier, close inquirer.
 prophet, a foreteller.
 profit, gain.
 prophecy, foretold events.
 prophesy, to foretell.
 pulp, a moist mass.
 poulp, a kind of fish.
 puer, a child.
 pure, free from mixture.

puny, small and feeble.
 pulsne, of inferior rank.
 purre, a bird.
 pur, noise of a cat.
 pew, a seat.
 puh, word of disdain.
 pool, a game, water.
 poule, stakes.
 polka, a dance.
 pulque, a Mexican drink.
 polling, fixing poles.
 polling, voting.
 potence, force, power.
 potance, stud for pivot.
 peasant, a countryman.
 pheasant, a bird.
 pica, kind of type.
 pika, small animal.
 pikra, a cathartic.
 plantain, a plant.
 planting, covering seed.

Q

quarta, measures.
 quartz, rock crystal.
 Queen, a king's wife.
 quean, a worthless woman.

R

rabbet, a joint.
 rabbit, an animal.
 radical, primitive.
 radicle, a rootlet.
 rain, water.
 reign, rule.
 rein, strap of a bridle.
 raise, to lift.
 rays, beams of light.
 raze, to demolish.
 raiser, one who raises.
 razor, a shaving blade.
 rancor, hate.
 ranker, coarser.
 rap, to knock.
 wrap, to fold.
 rapping, knocking.
 wrapping, to cover.
 rapine, plunder.
 rapper, one who raps.
 wrapper, a cover.
 read, to peruse.
 reed, a plant.
 red, a color.
 read, perused.
 ravin, plunder.
 ravine, a gorge.
 real, true.
 reel, to stagger.
 reck, to heed.
 wreck, destruction.
 reek, to emit vapor.
 wreak, to inflict.
 reigle, a groove.
 regal, kingly.
 regale, to refresh.
 relic, a memento.
 rellict, a widow.
 reseat, to seat again.
 receipt, acknowledgment.
 residence, an abode.
 residents, citizens.

rest, quiet.
 wrest, to twist.
 retch, to vomit.
 wretch, miserable person.
 rheum, watery matter.
 room, space.
 Rhodes, name of an island.
 roads, highways.
 rhomb, a quadrilateral.
 rhumb, vertical circle.
 rum, liquor.
 rhyme, harmonical sounds.
 rime, hoar frost.
 rice, food.
 rise, to ascend.
 rigger, a rope fixer.
 rigor, severity.
 right, correct.
 rite, ceremony.
 wright, a workman.
 write, to use the pen.
 ring, a circle.
 wring, to twist.
 road, a highway.
 rode, did ride.
 rowed, did row.
 roan, a color.
 Rhone, a river.
 roar, loud cry.
 rower, one who rows.
 roam, to ramble.
 Rome, a city.
 robbin, a package.
 robin, a bird.
 role, a part.
 roll, a list.
 roes, female deer.
 rows, impels by oars.
 rose, a flower.
 rood, a measure.
 rude, rough.
 rot, to decay.
 wrought, worked.
 rote, repetition.
 wrote, did write.
 rouse, to stir up.
 rows, disturbances.
 rough, not smooth.
 ruff, plaited collar.
 route, a course.
 rout, to disperse.
 rung, sounded.
 wrung, twisted.
 wrong, not right.
 run, to pass quickly.
 runn, a desert.
 rye, grain.
 wry, crooked.

S

same, alike.
 saim, slimy fluid.
 sail, canvas of a ship.
 sale, act of selling.
 sailer, that sails.
 sailor, a mariner.
 salary, wages.
 celery, a plant.
 sane, sound mind.
 sain, to bless.
 sauer, soil, dirt.
 sawer, one who saws.

salvage, a reward.
 seivage, edge of cloth.
 salvation, act of saving.
 salivation, flow of saliva.
 satire, ridicule.
 Satyr, sylvan god.
 saver, one who saves.
 savor, taste, scent.
 scarred, having scars.
 scared, frightened.
 scares, frightens.
 scarce, not abundant.
 scars, marks.
 scent, odor.
 sent, caused to go.
 cent, a coin.
 seen, viewed.
 scene, a view.
 seine, fish net, river.
 senna, a plant.
 sienna, a pigment.
 scion, a sprout.
 Sion, a mountain.
 scout, a spy.
 skout, a bird.
 scrip, bag, certificate.
 script, kind of type.
 scull, to row, short oar.
 skull, bone of head.
 sculptor, a carver.
 sculpture, carved work.
 senate, an assembly.
 sennit, cordage.
 sennet, time of music.
 sennight, a week.
 seal, stamp, animal.
 seel, to close eyes.
 cell, to overlay.
 seam, a juncture.
 seem, to appear.
 seas, bodies of water.
 sees, looks.
 seize, to take hold.
 cease, to stop.
 sects, denominations.
 sex, male or female.
 seer, a prophet.
 sear, dry, to burn.
 cease, to wax.
 see, to perceive.
 sea, ocean.
 si, scale-note.
 senior, elder.
 Seigneur, a title.
 serrate, saw-shape.
 cerate, a salve, waxy.
 serf, a slave.
 surf, the sea.
 serge, cloth.
 surge, a billow.
 serious, solemn.
 serious, thin, watery.
 Sirius, a star.
 sewer, a drain.
 suer, one who sues.
 shell, outside part.
 shall, auxiliary verb.
 shear, to clip.
 sheer, to deviate, pure.
 shire, a county town.
 sheath, a case.
 sheuthe, to inclose.

shoe, foot-wear.
 shoo, begone.
 shoer, one who shoes.
 sure, certain.
 shone, did shine.
 shown, exhibited.
 shoot, fire at.
 chute, a fall.
 sick, ill, nauseous.
 sic, so, thus.
 side, edge, margin.
 sighed, did sigh.
 sighs, deep breathings.
 size, bulk.
 sire, a father.
 sigher, one who sighs.
 sign, a token, a mark.
 sine, a kind of line.
 sight, view.
 site, situation.
 cite, to quote, name.
 single, alone, one.
 cingle, a girth.
 sink, to fall, a drain.
 scink, a reptile.
 cinque, five.
 Sir, a title.
 sur, a prefix.
 sieve, a utensil.
 seave, a rush.
 similar, alike.
 simular, pretender.
 Sioux, tribe of Indians.
 sue, to prosecute.
 skein, knots of yarn.
 skain, short sword.
 skelp, gun-metal.
 scalp, skin of head.
 sleek, smooth, glossy.
 sileque, seed vessel.
 schlich, ore of a metal.
 slay, to kill.
 sley, a weaver's reed.
 sleigh, a vehicle.
 slew, killed.
 slue, to turn, slide.
 sleight, artful trick.
 slight, neglect, small.
 slow, not swift.
 sloe, fruit, animal.
 soar, to rise high.
 sore, painful, ulcer.
 sower, one who plants.
 sewer, one who stitches.
 sock, a stocking.
 soc, privilege.
 smear, to daub.
 smear, a glaze.
 soared, ascended.
 sword, a weapon.
 sole, part of foot.
 soul, spirit.
 sol, scale note.
 sow, to scatter seed.
 sew, to stitch.
 so, like this.
 soe, a cowl.
 sought, looked for.
 sot, a drunkard.
 soling, putting on sole.
 solen, a shell-fish.

sortle, a rally.
 sorter, one who sorts.
 sold, did sell.
 souled, having a mind.
 soled, having soles.
 some, a part.
 sum, amount.
 sooth, truth, reality.
 soothe, to allay.
 sorrel, a color.
 sorel, a sheep.
 spar, a mineral.
 Spa, a spring.
 spear, a weapon.
 spere, to ask.
 sphere, a globe.
 sparer, one who spar.
 sparrow, a bird.
 sparry, like spar.
 spats, little quarrels.
 spatts, spatter-dashes.
 stallion, a horse.
 stellian, a lizard.
 statute, a law.
 statue, an image.
 stature, height.
 stoak, to stop, choke.
 stoke, to tend fire.
 sticker, that clings.
 styca, a coin.
 stolen, past of steal.
 stolon, part of a plant.
 steps, paces.
 steppes, plains.
 stick, a rod, a staff.
 stich, a verse.
 stoop, to bend low.
 stoup, a flagon.
 stupe, to foment.
 studded, ornamented.
 studied, examined closely.
 staid, sober, remain d.
 stayed, supported.
 stair, steps.
 stare, to gaze.
 stake, post, wager.
 steak, meat.
 stationary, fixed.
 stationery, paper, etc.
 steel, a metal.
 steal, to pilfer.
 stalk, a stem.
 stock, animals, capital.
 stork, a bird.
 sticks, pieces of wood.
 Styx, fabulous river.
 stile, stairway.
 style, manner.
 straight, not crooked.
 strait, narrow pass.
 succor, aid, help.
 sucker, a shoot, a fish.
 suit, set, to satisfy.
 soot, condensed smoke.
 sutler, a trader.
 subtler, more cunning.
 suttle, net weight.
 subtle, cunning.
 sun, luminous orb.
 son, male child.
 sund, kind of hemp.

surplice, a robe.
surplus, an excess.
sweet, pleasing to taste.
suite, set, series, train.
suet, hard fat.

T

tack, a small nail.
tact, skill.
tacks, small nails.
tax, a tribute.
tale, a mineral.
talk, to speak.
tail, hinder part.
tale, a story.
tal-ents, abilities.
talons, claws.
taper, a candle.
tapir, an animal.
tare, a weed.
tear, to rend.
tarrier, a delayer.
terrier, a dog.
taught, instructed.
taut, tight.
teal, a water fowl.
tell, a tree.
team, two or more horses.
teem, to be full.
tear, a drop.
tier, a row.
teas, kinds of tea.
tease, to torment.
tenor, a course.
tenure, act of holding.
tense, rigid.
tents, canvas lodgings.
the, an article.
thee, thyself.
their, belonging to them.
there, in that place.
threw, did throw.
through, from end to end.
throw, to hurl.
throe, extreme pain.
thrown, hurled.
throne, seat of a king.
thy, a pronoun.
thigh, leg near hip.
thyme, a plant.
time, duration.
tide, stream.
tied, fastened.
timber, wood.
timbre, quality.
tiny, small.
tinny, like tin.
tire, part of wheel.
Tyre, a city.
tier, one who ties.
toad, a reptile.
toed, having toes.
towed, drawn along.
to, toward.
too, denoting excess.
two, one and one.
told, related.
tolled, rung, taxed.
toled, allured.
'on, a weight.
tun, a large cask.

tower, a building.
tour, a circuit.
tracked, followed.
tract, short treatise.
travall, to labor.
travel, to journey.
tray, a shallow vessel.
trety, three of cards.
treatise, a discourse.
treaties, agreements.
tuba, a trumpet.
tuber, root stalk.

U

umber, a color.
ombre, a game.
undo, to bring to naught.
undue, not due.
uranous, a chemical.
Uranus, a planet.
use, to employ.
hues, colors.
yews, trees.

V

vale, a valley.
vail, a fee.
veil, to cover.
vane, a weathercock.
vein, a blood-vessel.
vain, proud.
venal, mercenary.
venial, pardonable.
Venus, a planet.
venous, relating to veins.
veracly, truthfulness.
voracity, greediness.
vertical, perpendicular
verticle, a hinge.
vial, a bottle.
viol, a violin.
vile, wicked.
phial, a small bottle.
vice, sin, instead of.
vise, a press.
violate, to transgress.
violet, a flower.
virtue, moral goodness.
virtu, taste for fine arts.
virus, poison.
virose, poisonous.

W

wabble, to waddle.
warble, to sing.
wade, to ford.
weighed, balanced.
wail, to moan.
wale, a mark.
whale, a sea animal.
wait, to stay for.
weight, heaviness.
wall, a fence.
wawl, cat cry.
waive, to relinquish.
wave, a billow.
waist, part of the body
waste, to destroy.
wane, to decrease.
wain, a wagon.
Wayne, a man's name.

wander, to roam.
wonder, to marvel.
want, to desire.
wont, habit, custom.
ware, merchandise.
wear, to impair by use.
where, in place which.
wart, hard excrescence.
wort, beer.
wax, cerumen.
whacks, heavy blows.
way, a road.
whey, thin part of milk.
weigh, to balance.
weak, not strong.
week, seven days.
weal, happiness.
wheat, a pustule.
wheel, a circular body.
weasel, an animal.
weazel, thin, weazen.
weald, a forest.
wield, to handle.
ween, to think.
wean, to alienate.
wen, a tumor.
when, at what time.
were, from to be.
whir, to haste.
whur, to snarl.
wet, moisture.
whet, to sharpen.
wether, a sheep.
weather, state of air.
whether, which of two.
which, a pronoun.
witch, a sorceress.
Whig, name of a party.
wig, false hair.
while, time.
wile, a deceit
whine, plaintive noise.
wine, grape-juice.
whirl, to spin.
whorl, a tuft.
whist, a game.
wist, thought.
white, color of snow.
wight, a being.
wite, blame.
whit, a small part.
wit, quickness of fancy.
whither, to which place.
wither, to fade.
why, to what reason.
vie, to strive.
wind, to entwine.
wynd, an alley.
wood, substance of trees.
would, was willing.
wreath, anything circled.
wreaths, to encircle
woe, misery, grief
whoa, stop.

Y

yawn, to gape.
yon, yonder.
yolk, yellow of egg.
yoke, collar for oxen
you, a pronoun.
yew, a tree.
ewe, female sheep.

BUSINESS LETTER-WRITING.

INTRODUCTION.

GOOD CORRESPONDENCE is the mainspring of business. The ability to write a brief, clear, accurate business letter, is an invaluable qualification, and of great practical utility.

Merchants, as a rule, attach much importance to correspondence, because letters often partake of the nature of contracts involving grave interests, which may be enhanced or prejudiced by the letters passing between the parties concerned.

To learn to state on paper, with ease and elegance, one's thoughts as to mercantile matters, is a task of considerable difficulty. It is an art that can not be acquired wholly from books or in the school. To conduct a business correspondence with intelligence and success, requires a thorough knowledge of business customs and transactions, which can only be acquired by actual experience.

But books can do much toward the formation of accurate habits of thinking, and the acquisition of skill in the use of language. If the learner is made familiar, by constant and habitual use, with the best forms of phraseology in mercantile literature, the task is more than half mastered.

All arts are learned chiefly by imitation. Hence it is believed that letter-writing can best be learned by writing from dictation, copying, and reconstructing good specimens of letters.

The letters given in the following pages, although not expressing the precise and delicate shades of every circumstance connected with business, are designed to be thus used.

THE USE OF CAPITAL LETTERS.

The following words should begin with *Capital Letters* :

1. The first word in every sentence.
2. The first word in every line of poetry.
3. The first word in every direct quotation.
4. All proper nouns, and proper adjectives.
5. All abbreviations of proper nouns.
6. All titles of persons, and all abbreviations of such titles.
7. The names of things regarded as persons.
8. All names of the Deity.
9. The names of the months.
- 10 The names of the days in the week.
11. The important words in a heading.
12. Words of special importance in any article.
13. All items in bills of goods, or accounts.
14. Words naming sums of money in business papers.
15. Words denoting important historical events.
16. The pronoun I, and the interjection O.

NOTE.—In advertisements, these rules may be violated to any degree.

PUNCTUATION.

Punctuation is the art of dividing written language by means of points, so as to make the meaning clear to the reader.

The points most commonly used are these :

- | | | |
|--------------------|------------------------|----------------------|
| 1. Comma (,) | 4. Period (.) | 7. Parenthesis () |
| 2. Semicolon (;) | 5. Interrogation (?) | 8. Quotation (" ") |
| 3. Colon (:) | 6. Exclamation (!) | 9. Dash (—) |

The Comma (,).

The *Comma* is used—

1. To separate words of the same kind.

EXAMPLES.—The camp is in a dark, desolate region. No one can describe his scorn, loathing, and contempt.

2. To separate similar pairs of words, or similar phrases.

EXAMPLES.—Young and old, rich and poor, high and low, worship together. They live in seclusion, in poverty, and in disgrace.

3. To set off appositive elements.

EXAMPLE.—Lincoln, the great statesman, was assassinated.

4. To set off independent elements.

EXAMPLES.—O king, live forever! Watch, sentry, watch.

5. To set off adjective and adverbial phrases.

EXAMPLES.—The chief, fired by ambition, was unwilling to stop in his career of conquest. Our regiment formed, in fact, the vanguard of that movement.

6. To set off transposed phrases and clauses.

EXAMPLES.—During the last century, no prime minister has become rich in office. Although Homer was the greater genius, I think Virgil was the better artist.

7. To set off an indirect quotation.

EXAMPLE.—It is the part of a madman to say, I never thought of that.

8. To mark an ellipsis,

EXAMPLE.—To err is human; to forgive, divine.

9. To mark the end of a long subject.

EXAMPLE.—To feel for the first time a communion with his mind, is to discover loftier faculties in our own.

10. To prevent ambiguity.

EXAMPLE.—He who preaches, often sins.

11. To set off the simple clauses of a compound sentence.

EXAMPLE.—She never told her love, but let concealment feed on her damask cheek.

12. To set off subordinate clauses not restrictive.

EXAMPLE.—Many, who formerly befriended him, now shun him.

13. To set off such adverbs as *besides*, *however*, *moreover*, etc.

The Semicolon (;).

The ***Semicolon*** is used —

1. To separate members of compound sentences that are subdivided by commas.

EXAMPLE.—What in me is dark, illumine; what is low, raise and support.

2. To separate members that are loosely connected.

EXAMPLE.—Some surrendered; others plunged into the river.

3. Before such words as *namely*, *as*, *viz.*, etc., when they are used to introduce illustrations and examples.

The Colon (:).

The ***Colon*** is used—

1. After an expression that introduces a quotation, or an enumeration.

EXAMPLES.—He spoke as follows: Mr. Chairman, I object to the measure, etc. The following persons were chosen: Secretary, A. N. Fellows; Treasurer, Geo. E. Harvey.

2. After a salutation in a formal discourse, or letter.

EXAMPLE.—Sir: Your communication, etc.

NOTE.—No definite rule can be given for any other use of the colon, because the best writers do not use it uniformly. Indeed it is going out of use.

The Period (.).

The ***Period*** is used—

1. After declarative and imperative sentences.

EXAMPLES.—The pen is mightier than the sword. Go in peace.

2. After abbreviations.

The Interrogation (?)

The point of *Interrogation* is placed after all direct questions.

EXAMPLE.—How far is it to New York?

The Exclamation (!)

The point of *Exclamation* is placed after all expressions that indicate strong emotion.

EXAMPLES.—Ah me! How sweet the moonlight sleeps upon this bank!

The Parenthesis ()

The *Parenthesis* is used to enclose a remark, reference, or explanation supplementary to the leading idea of the sentence, and which may be omitted without injury to the sense.

EXAMPLE.—As the murderers, or executioners (call them as you will) dragged him along, he recognized me.

The Quotation (“ ”)

The marks of *Quotation* are used to enclose quoted expressions.

EXAMPLE.—“Stay with us a few days,” said my aunt.

The Dash (—)

The *Dash* is used—

1. In place of the parenthesis.

EXAMPLE.—Every one of the speakers—I cannot think of a single exception—was a Socialist.

2. To indicate a break in the sentence.

EXAMPLE.—Is it possible that my friend—but I will not accuse him.

3. After a quotation, before the name of the author.

EXAMPLE.—“What business could the honest man have in my room!”
—Shakespeare.

4. After a salutation in a letter.

EXAMPLE.—Dear Sir,—Your favor, etc.

5. After an expression, to show that the sense is incomplete.
(See head of this Article.)

SIGNS AND ABBREVIATIONS.

Signs.

A1,	First class.	c/o,	care of.	%,	per cent.
@,	at.	✓,	check mark.	£,	pound sterling.
¢,	account.	\$,	dollars.		
¢,	cents.	#,	number.		

Abbreviations.

Acct.,	account.	Div.,	dividend.
Acct. Cur.,	account current.	do.,	the same.
Ad. Ex.,	Adams Express.	doz ,	dozen.
Agt.,	agent.	Dr.,	debit, debtor.
Amt.,	amount.	d/s.,	days' sight.
Ans.,	answer.	d. s. b.,	charge without abatement.
Ave.,	avenue.	E.,	east.
Bal.,	balance.	ea.,	each.
bbl.,	barrel.	E. E.,	errors excepted.
bdle.,	bundle.	e. g.,	for example.
bls.,	bales.	etc.,	and so forth.
B/L.,	bill of lading.	Ex.,	example.
B/P.,	bill of parcels.	Exch.,	exchange.
B/S.,	bill of sales.	Exp.,	expense.
bu.,	bushel.	E. & O. E.,	errors and omis- sions excepted.
bx.,	box.	Fig.,	figure.
C.,	hundred.	Fir.,	firkin.
Chf.,	chief.	f. o. b.,	free on board.
Co.,	company.	Fol.,	folios.
C. O. D.,	collect on delivery.	fr.,	from.
Coll.,	collector.	Frt.,	freight.
Com.,	commission.	ft.,	foot.
Cons't.,	consignment.	Fwd.,	forward.
Cor. Sec.,	corresponding sec- retary.	gal.,	gallon.
Cr.,	credit, creditor.	gro.,	gross.
Cs.,	cases.	Guar.,	guarantee.
cts.,	cents.	hdkf.,	handkerchief.
cwt.,	hundredweight.	hhd.,	hogshead.
D.,	five hundred.	Ho.,	house.
d ,	pence.	h. t.,	this title.
Dft.,	draft.	hund.,	hundred.
Disct.,	discount.		

h. v.,	this word.
id.,	the same.
i. e.,	that is.
in.,	inch.
Ins ,	insurance.
int.,	interest.
Inv.,	invoice.
Invt.,	inventory.
I O U.,	I owe you.
lb.,	pound.
Jour.,	journal.
L/C.,	letter of credit.
M.,	thousand.
Mdse.,	merchandise.
Mem.,	memorandum.
Mfg.,	manufacturing.
MS.,	manuscript.
MSS.,	manuscripts.
No.,	number.
oz.,	ounce.
O. K.,	all right.
payt.,	payment.
pce.,	piece.

Pd.,	paid.
pk.,	peck.
P. O.	post office.
pp.,	pages.
pr.,	by.
qr.,	quarter.
qt.,	quart.
Recd.,	received.
s.,	shilling.
Sec.,	secretary.
Shipt.,	shipment.
Shs.,	shares.
St.,	street, saint.
Str.,	steamer.
sq.,	square.
T.,	ton.
Treas.,	treasurer.
vi.,	see.
viz.,	namely.
vs.,	against.
wk.,	week.
wt.,	weight.
yds.,	yards.

CHRONOLOGICAL ABBREVIATIONS.

A. M.,	forenoon.
M.,	noon.
P. M.,	afternoon.
d.,	day.
a. d.,	after date.
n. d.,	no date.
hr.,	hour.
min.,	minute.
sec.,	second.
Sun.,	Sunday.
Mon.,	Monday.
Tues.,	Tuesday.
Wed.,	Wednesday.
Thurs.,	Thursday.
Fri.,	Friday.
Sat.,	Saturday.
mo.,	month.
ult.,	last month.
inst.,	this month.

prox.,	next month.
per an.,	by the year.
Jan.,	January.
Feb.,	February.
Mar.,	March.
Apr.,	April.
Aug.,	August.
Sept.,	September.
Oct.,	October.
Nov.,	November.
Dec.,	December.
yr.,	year.
h. a.,	this year.
Cen.,	century.
B. C.,	before Christ.
A. D.,	in the year of our Lord.
O. S.,	old style.

NOTE.—May, June, and July should not be abbreviated.

SIGNS AND ABBREVIATIONS.

Signs.

Al,	First class.	c/o,	care of.	%,	per cent.
@,	at.	✓,	check mark.	£,	pound sterling.
¢,	account.	\$,	dollars.		
¢,	cents.	#,	number.		

Abbreviations.

Acct.,	account.	Div.,	dividend.
Acct. Cur.,	account current.	do.,	the same.
Ad. Ex.,	Adams Express.	doz ,	dozen.
Agt.,	agent.	Dr.,	debit, debtor.
Amt.,	amount.	d/s.,	days' sight.
Ans.,	answer.	d. s. b.,	charge without abatement.
Ave.,	avenue.	E.,	east.
Bal.,	balance.	ea.,	each.
bbl.,	barrel.	E. E.,	errors excepted.
bdle.,	bundle.	e. g.,	for example.
bls.,	bales.	etc.,	and so forth.
B/L.,	bill of lading.	Ex.,	example.
B/P.,	bill of parcels.	Exch.,	exchange.
B/S.,	bill of sales.	Exp.,	expense.
bu.,	bushel.	E. & O. E.,	errors and omissions excepted.
bx.,	box.	Fig.,	figure.
C.,	hundred.	Fir.,	firkin.
Chf.,	chief.	f. o. b.,	free on board.
Co.,	company.	Fol.,	folios.
C. O. D.,	collect on delivery.	fr.,	from.
Coll.,	collector.	Frt.,	freight.
Com.,	commission.	ft.,	foot.
Cons't.,	consignment.	Fwd.,	forward.
Cor. Sec.,	corresponding secretary.	gal.,	gallon.
Cr.,	credit, creditor.	gro.,	gross.
Cs.,	cases.	Guar.,	guarantee.
cts.,	cents.	hdkf.,	handkerchief.
cwt.,	hundredweight.	hhd.,	hogshead.
D.,	five hundred.	Ho.,	house.
d ,	pence.	h. t.,	this title.
Dft.,	draft.	hund.,	hundred.
Disct.,	discount.		

h. v.,	this word.
id.,	the same.
i. e.,	that is.
in.,	inch.
Ins.,	insurance.
int.,	interest.
Inv.,	invoice.
Invt.,	inventory.
I O U.,	I owe you.
lb.,	pound.
Jour.,	journal.
L/C.,	letter of credit.
M.,	thousand.
Mdse.,	merchandise.
Mem.,	memorandum.
Mfg.,	manufacturing.
MS.,	manuscript.
MSS.,	manuscripts.
No.,	number.
oz.,	ounce.
O. K.,	all right.
payt.,	payment.
pee.,	piece.

Pd.,	paid.
pk.,	peck.
P. O.,	post office.
pp.,	pages.
pr.,	by.
qr.,	quarter.
qt.,	quart.
Recd.,	received.
s.,	shilling.
Sec.,	secretary.
Shipt.,	shipment.
Shs.,	shares.
St.,	street, saint.
Str.,	steamer.
sq.,	square.
T.,	ton.
Treas.,	treasurer.
vi.,	see.
viz.,	namely.
vs.,	against.
wk.,	week.
wt.,	weight.
yds.,	yards.

CHRONOLOGICAL ABBREVIATIONS.

A. M.,	forenoon.
M.,	noon.
P. M.,	afternoon.
d.,	day.
a. d.,	after date.
n. d.,	no date.
hr.,	hour.
min.,	minute.
sec.,	second.
Sun.,	Sunday.
Mon.,	Monday.
Tues.,	Tuesday.
Wed.,	Wednesday.
Thurs.,	Thursday.
Fri.,	Friday.
Sat.,	Saturday.
mo.,	month.
ult.,	last month.
inst.,	this month.

prox.,	next month.
per an.,	by the year.
Jan.,	January.
Feb.,	February.
Mar.,	March.
Apr.,	April.
Aug.,	August.
Sept.,	September.
Oct.,	October.
Nov.,	November.
Dec.,	December.
yr.,	year.
h. a.,	this year.
Cen.,	century.
B. C.,	before Christ.
A. D.,	in the year of our Lord.
O. S.,	old style.

NOTE.—May, June, and July should not be abbreviated.

ABBREVIATIONS OF FAMILIAR NAMES.

Aa.,	Aaron.	Isa.,	Isaiah.
Alex.,	Alexander.	Jac.,	Jacob.
And.,	Andrew.	Jas.,	James.
Anth.,	Anthony.	Jer.,	Jeremiah.
Am.,	Amos.	Jno.,	John.
Benj.,	Benjamin.	Jona.,	Jonathan.
Chas.,	Charles.	Jos.,	Joseph.
Chr.,	Christopher.	Josh.,	Joshua.
Danl.,	Daniel.	Nath.,	Nathaniel.
Eben.,	Ebenezer.	Phil.,	Philip.
Edm.,	Edmund.	Robt.,	Robert.
Edw.,	Edward.	Richd.,	Richard.
Eliz.,	Elizabeth.	Saml.,	Samuel.
Ezek.,	Ezekiel.	Sol.,	Solomon.
Fred.,	Frederick.	Theo.,	Theodore.
Geo.,	George.	Thos.,	Thomas.
Hez.,	Hezekiah.	Wm.,	William.
Hor.,	Horace.		

ABBREVIATIONS OF TITLES.

A. M. or } M. A., }	Master of Arts.	Mrs.,	(pro. Misses) Mis- tress.
B. A.,	Bachelor of Arts.	Lt. or } Lieut., }	Lieutenant.
B. Sc.,	Bachelor of Science.	Capt.,	Captain.
Dr.,	Doctor.	Maj.,	Major.
D. D.,	Doctor of Divinity.	Col.,	Colonel.
D. D. S.,	Doctor of Dental Surgery.	Gen.,	General.
D. Sc.,	Doctor of Science.	Prof.,	Professor.
LL. D.,	Doctor of Laws.	P. M.,	Postmaster.
M. D.,	Medicine Doctor.	Sr.,	Senior.
Ph. D.,	Doctor of Philoso- phy.	Jr.,	Junior.
M. S.,	Master of Science.	Rev.,	Reverend.
Mr.,	Mister.	Hon.,	Honorable.
Messrs.,	Messieurs (Fr. pl.)	Gov.,	Governor.
		Pres.,	President.

**ABBREVIATIONS OF THE STATES AND
TERRITORIES.**

Ala.,	Alabama.	Miss.,	Mississippi.
Alaska,	Alaska Ter.	Mo.,	Missouri.
Ariz.,	Arizona Ter.	Mont.,	Montana Ter.
Ark.,	Arkansas.	Nebr.,	Nebraska.
Cal.,	California.	Nev.,	Nevada.
Colo.,	Colorado.	N. H.,	New Hampshire.
Conn.,	Connecticut.	N. J.,	New Jersey.
Dak.,	Dakota Ter.	N. Mex.,	New Mexico Ter.
Del.,	Delaware.	N. Y.,	New York.
D. C.,	Dist. of Columbia.	N. C.,	North Carolina.
Fla.,	Florida.	Oreg.,	Oregon.
Ga.,	Georgia.	Pa.,	Pennsylvania.
Idaho,	Idaho Ter.	R. I.,	Rhode Island.
Ill.,	Illinois.	S. C.,	South Carolina.
Ind.,	Indiana.	Tenn.,	Tennessee.
Ind. T.,	Indian Ter.	Tex.,	Texas.
Kans.,	Kansas.	Utah,	Utah Ter.
Ky.,	Kentucky.	Vt.,	Vermont.
La.,	Louisiana.	Va.,	Virginia.
Me.,	Maine.	Wash.,	Washington Ter.
Md.,	Maryland.	W. Va.,	West Virginia.
Mass.,	Massachusetts	Wis.,	Wisconsin.
Mich.,	Michigan.	Wyo.,	Wyoming Ter.
Minn.,	Minnesota.		

NOTE.—Iowa and Ohio should not be abbreviated.

STRUCTURE OF A LETTER.

The Paper.

The Paper that should be used in business letter-writing, is the ordinary letter-paper, the size of the sheets being about eight and one-half by ten inches. *Envelopes* of a suitable size, about No. 6, or No. 6½, should be used.

The Heading.

The Heading consists of the name of the place where the letter is written, and the date of writing. In a city, the door number and street, city, and state should be given. If the city is very large, the name of the state may be omitted.

If written, the heading should begin near the middle of the page, on the first ruled line, about an inch and a half from the top of the sheet, and should never occupy more than three lines.

If it is placed on more than one line, each succeeding line should begin about three-fourths of an inch farther to the right than the preceding one. (See p. 75.)

Business men generally have their letter-headings printed, giving the firm name, the kind of business, the door number and street (if such is the case), the town or city, and often the trade-mark and other details, the arrangement being governed by the laws of symmetry. (See p. 76.)

The Margin.

A blank *Margin*, about three-fourths of an inch wide, should be left on the left-hand side of the page. (See p. 75.)

The Introduction.

The Introduction consists of the name and post-office address—the name and place of business or residence—of the person written to, and the salutation.

It should begin on the first or second line below the date, at the marginal line. The name and address should not

occupy more than three lines, the arrangement being the same as that of the heading. (See p. 75.) Some title of courtesy should be put with the name, unless the person is a member of the Society of Friends.

Mr. is put before a man's name; *Messrs.*, before the names of two or more persons taken together; *Master*, before a boy's name; *Miss*, before the name of an unmarried woman; *Misses*, before the names of two or more unmarried women; *Mrs.*, before the name of a married woman; *Dr.*, before the name of a physician; *Hon.*, before the name of a person who holds or has held high public office; *Rev.*, before a clergyman's name, *Rev. Mr.*, if his Christian name is not given, and *Rev. Dr.*, if he is a Doctor of Divinity. In this last case, *Rev.* may be placed before the name, and *D. D.* after it. *His Excellency* should be put before the name of the President, a Governor, or an Ambassador. *Esq.* is placed after the name of a lawyer, or magistrate.

A woman married to a titled husband, should receive the title of her husband; as, *Mrs. Dr. Jones*, *Mrs. Secretary Whitney*, *Mrs. Gen. John C. Fremont*.

The *Salutation* is the term of politeness or respect that immediately precedes the body of the letter. The salutations in common use are *Sir*, *Dear Sir*, *Dear Sirs*, *Gentlemen*, *Madam*, *Dear Madam*, and *Ladies*, none of which should ever be abbreviated.

It should be placed on the first line below the address, three-fourths of an inch to the right of the marginal line. (See p. 75.)

The Body.

The Body of a letter consists of what the writer communicates, exclusive of the heading, introduction and conclusion.

It should begin at the end of the salutation, either on the same line, or on the next line below. (See pp. 75 and 76.)

The body of a letter should be divided into *Paragraphs*, if different and disconnected ideas are expressed. All paragraphs after the first should begin as far to the right of the marginal line as the salutation. (See p. 76.)

The Conclusion.

The Conclusion consists of the complimentary close and the signature of the writer.

The *Complimentary close* may be *Yours*, *Yours truly*, *Yours very truly*, *Very truly yours*, *Respectfully*, *Yours respectfully*, *Respectfully yours*, *Yours very respectfully*, or *Very respectfully yours*.

The *Signature* consists of the Christian name and surname of the writer. Men may use initials instead of their Christian names.

A woman should, in all cases, write her name in full, and when writing to strangers, she should use her title, *Miss*, or *Mrs.*

The conclusion should begin near the middle of the first line below the body, its arrangement being like that of the heading. (See p. 75.)

If the address of the writer is not given in the heading, it should be placed after the signature.

In official letters the address of the person addressed, is often put in the lower left-hand corner of the letter.

The Superscription.

The Superscription is the address that is put on the envelope. It consists of the name, title, and full directions of the person addressed. It should occupy three or four lines, and should begin about the middle of the envelope, near the left-hand edge, the upper or open edge lying from the writer.

The lines should be parallel to the upper and lower edges of the envelope, and slope to the right, as in the heading and address, the last one ending near the lower right-hand corner.

The spaces between the lines should have the same width. (See p. 77.)

If the person addressed is in the country, the post-office, the county, and the state should be given. To avoid crowding, the name of the county may be put in the lower left-hand corner. (See p. 77.)

If the person is in a city, the door-number and street, the city, and the state should be given. The number of the post-office box may take the place of the door-number and street.

The box number may also be put in the lower left-hand corner.

The Folding.

Take the sheet as it lies before you, the heading from you ; turn the bottom edge up to meet the top, making the edges even ; turn the right edge over toward the left, about one-third the width of the sheet ; turn the left edge to meet the right folded edge, and press the folds together.

How to Insert the Letter.

Turn the back of the envelope upward, the opening toward the right, supporting it with the left hand ; then, with the right hand, insert the letter, putting the last folded edge first, the closed edges being toward you.

The Postage Stamp.

The Stamp should be affixed on the upper right-hand corner of the face of the envelope, at about one-eighth of an inch from each edge, with the edges of the stamp parallel to those of the envelope.

Suggestions.

Use paper and envelopes of a good quality. Avoid fancy colored inks, paper, and envelopes ; but slightly-tinted paper and envelopes are not objectionable.

If you are in business, have your letter-headings printed, and have your business address neatly printed on the upper left-hand corner of the envelopes.

Couch all your letters in courteous terms. Respond promptly to all letters requiring answers.

Adapt your style to the person and subject. Never use slang, and do not write anything imprudent or improper.

Select and apply your words with a strict regard to their proper meaning.

When you desire an answer for your exclusive benefit, enclose a stamp.

When remitting money or papers by letter, specify the amount or papers.

Letters of introduction and recommendation should not be sealed, if they are carried by the persons introduced or recommended.

Do not begin every letter with an apology.

Do not let your letters lie about opened, where any curious eye may see them.

Do not indulge in flourishes, and do not bedeck your name with scrolls or other ornaments.

Postscripts should be used sparingly.

Keep copies of all important letters you write.

Read your letters carefully before sealing them. Examine the directions, and see that the stamp is affixed before mailing a letter.

Prophetstown, Wisconsin, Ill.,
September 19, 1888.

Messrs. Back & Fellows,
922 Arch St.,
Philadelphia, Pa.

Gentlemen,—What is the average time required to complete a full Commercial Course at your Institution, and what is the cost of board per week in your city?

You will confer a favor by mailing to my address your latest Circular and Catalogue, and such other information as you deem necessary.

Very truly yours,
Aaron Julius Hill,

OFFICE OF

Philadelphia Business College,

No. 922 ARCH STREET,

F. ISACH, S.S.,
A. N. FELLOWS,
PRINCIPALS AND PROPRIETORS.*Philadelphia, Sept. 24, 1888.*

*Mr. Aaron Julius Hill,
Prophetstown, Whiteside Co., Ill.
Dear Sir,-*

*In answer to your letter
of the 19th inst., we have mailed to you
a circular of our College, giving full
particulars.*

*We give assurance that our students
shall receive proper attention and courteous
treatment.*

*All persons interested in Business
Education are cordially invited to call
and inspect our facilities, and inves-
tigate our methods of instruction.*

*Respectfully yours,
Isach & Fellows.*

PHILA. BUSINESS COLLEGE,
922 ARCH STREET,
PHILADELPHIA, PENNA.



Messrs. Young & Potter,
930 Cambria St.,
Albany,
N. Y.



Mr. L. J. Bach,
Newmanstown,
Lebanon Co.,
Pa.



Nicholas Fellows, Esq.,
Waits River,
Orange Co. Vermont.

Letters of Introduction.

NEW YORK, May 25, 1888.

MR. JAS. H. BRANSON,
901 Chestnut Street,
Philadelphia.

Dear Sir,—

It gives me pleasure to introduce to you my friend, Mr. G. M. Good, of this city, who visits your city on special business, the nature of which he will make known to you.

Any attention or favor you may render him will be gratefully acknowledged and cheerfully reciprocated by

Your friend,

AMOS G. HUBER.

EASTON, PA., July 2, 1888.

MR. JOSEPH CARR,
119 Somerset St.,
Boston, Mass

Dear Sir,—This will introduce to you my friend, Mr. Horace Grant, of this city. He visits your city on business, and he is responsible to the extent of his engagements, being a gentleman of strict probity and excellent acquirements.

Any attention you may show him, shall be regarded as a personal favor, which I shall be happy to reciprocate at the earliest opportunity.

Yours truly,

PETER COOPER.

PROVIDENCE, R. I., Oct. 4, 1888.

MR. JAMES HORNER,
Paterson, N. J.

Dear Sir,—

Permit me to introduce to your acquaintance and confidence the bearer, Mr. Hale K. Darling, who desires to consult you in regard to the manufacture of hand-cut files.

Respectfully yours,

RICHARD WRIGHT.

Recommendations.

PHILADELPHIA, May 1, 1888.

To whom it may concern :

This is to certify that Geo. A. Davison has completed the Commercial Course of study as prescribed by Philadelphia Business College. As a student, he distinguished himself by his exemplary deportment and a conscientious devotion to his studies.

We earnestly commend him to good people everywhere, believing that he would render excellent service as a clerk and book-keeper.

Respectfully,

IBACH & FELLOWS,
Principals.

WEST TOPSHAM, Vt., Jan. 2, 1888.

RAYMOND P. WILSON & Co.,
Grand Rapids, Mich.

Gentlemen,—

This certifies that Mr. Clarence H. Johnson has been in my employ as General Superintendent of a Factory during the past five years.

I have always found him to be prompt, skilful, and obliging in the discharge of his duties, and I take great pleasure in commending him to your confidence.

Truly yours,

W. B. CARPENTER.

DAYTON, OHIO, May 1, 1888.

To whom it may concern :

This is to certify that the bearer, Mr. James Adams, is a young man of exemplary moral character, superior ability as a book-keeper, and in every way worthy of the confidence of those who may require his services.

Respectfully,

CHAS. P. FLINT.

*Circular Letters.***Philadelphia Business College,****922 ARCH STREET.***Philadelphia, July 15, 1888.**Dear Sir:*

The Principals of Phila. Business College take pleasure in informing you that the Second Collegiate Year begins Monday, September 3, 1888.

The College rooms are large, airy, light, and attractively furnished.

The professors are courteous, learned, and experienced, and use methods of instruction to accord with the natural development of the mind, leading the students by easy steps FROM THE KNOWN TO THE RELATED UNKNOWN.

Our course embraces: Reading, Penmanship, Spelling, Grammar, Correspondence, Arithmetic, Book-keeping, Business Forms and Customs, Mercantile Law, Algebra, Geometry, Mensuration, and Political Economy.

DAY SESSIONS, 5 MOS., \$40; 3 MOS., \$25.

NIGHT SESSIONS, 5 MOS., \$15; 3 MOS., \$10.

Unquestionably the BEST instruction at the LEAST cost. Call and inspect facilities. Write for circulars.

*Respectfully,***IBACH & FELLOWS,****Principals.**

ROCHESTER, N. Y., Jan. 1, 1888.

To the Public :

We hereby respectfully announce that we have formed a co-partnership under the firm name of Holmes & Millham, for the purpose of conducting a general commission business.

We give assurance that all business entrusted to us shall receive prompt and faithful attention.

Having correspondents at numerous commercial points, we have unusual facilities.

We are prepared to make liberal advances on consignments.

Very respectfully,

HOLMES & MILLHAM.

Applications for Situations. .

922 ARCH ST., PHILA., May 31, 1888.

COL. CHAS. H. BANES,

President Market St. National Bank.

Dear Sir,—

Having a decided predilection for the banking business, I hereby respectfully apply for a clerkship in your institution.

I have just graduated from the Central High School, and have no business experience, but I am willing to do hard work.

For reference as to my character and ability, I would offer the name of Mayor Fitler.

Should a personal interview be desired, I shall be pleased to call on you at any time and place you may name.

Very respectfully,

FRANK P. BROWN.

HOTEL HILTON, PHILA., Jan. 3, 1888.

B 15,

Ledger Office.

Dear Sir or Madam,—In response to your advertisement in the "Ledger" of to-day, for a shipping clerk, I respectfully offer to you my services.

I have three years' successful experience in that capacity, can furnish the best city references, and am willing to submit to an examination and to serve a reasonable time on trial.

Should you desire an interview, please address as above.

Respectfully yours,

J. Q. ADAMS.

WASHINGTON, D. C., June 1, 1888.

CLARK & SON,
127 Gay St.,
Baltimore, Md.

Gentlemen,—Having seen your advertisement in to-day's "American" for a salesman in your Wholesale Department, I hereby offer you my services, and await your request for an interview and testimonials as to my fitness for the situation.

Yours truly,

JOHN P. LANDIS,
345 E St., Washington, D. C.

Orders for Goods.

LITTLE ROCK, ARK., Sept. 1, 1888.

MESSRS. SCHULTZ & BRO.,
116 Common St.,
New Orleans, La.

Dear Sirs,—Please send to me immediately by Adams Express, the following :

24 yds. Black English Diagonal,
29 " French Broadcloth,
30 " Black French Cassimere.

Respectfully,

J. M. HARTMAN.

NASHVILLE, TENN., Oct. 3, 1888.

D. A. HUNTER & BRO.,
614 Commerce St.,
Cincinnati, Ohio.

Gentlemen,—Please ship us per Express, the following, and on receipt of same with invoice, we will make payment in the usual way :

6 ps. 1½ in. Black Ribbon (best quality),
3 " 1½ " Seal Brown Silk Ribbon,
2 doz. Black Straw Hats (assorted plain)
1 " White " " " "

Yours truly,

MARY & LAURA WHITE.

DENVER, Col., Sept. 24, 1888.

MR. FRANK DOYLE,
219 Grove St.,
St. Louis, Mo.

Dear Sir,—Please send us per Express, as early as possible,
5 doz. Ibach's Geometry,
4 " Fellows' Grammar,
2 " Business Letter-writing.

Please pack carefully and send C. O. D.

Yours respectfully,
HOFFMAN & KLEMM.

SALT LAKE CITY, Utah, 10, 5, 88.

R. W. NEWTON & Co.,
54 Gold St.,
San Francisco, Cal.

Gentlemen,—Please fill the enclosed order, and ship the same
by Fast Freight.

Draw on us at 30 days' sight for amount of invoice.

Yours truly,
BAKER & PLUM.

NOTE.—In business letters there is no uniformity in the punctuation after the salutation. We find in good use the colon alone, the colon followed by the dash, the comma alone, the comma followed by the dash, and the dash alone. As will be seen in these pages, we prefer the comma followed by the dash.

Advising of Shipment.

CHARLESTON, S. C., Sept. 5, 1888.

MR. PETER D. NORRIS,
110 King St.,
Alexandria, Va.

Dear Sir,—

Inclosed we send Bill of Lading and Invoice of 300
bbbs. Flour, amounting to \$2100, shipped you this day per Steamer
Fulton, Hanlon, Master, your order of 30th ult.

Awaiting your further orders, we remain

Very respectfully,
THOS. QUINN & Co.

MOBILE, ALA., Oct. 31, 1888.

MESSRS. ADAMS & FINLEY,
Wilmington, Del.,

Gentlemen,—

We herewith inclose Bill of Lading and Invoice of Molasses and Sugars, amounting to \$3075, which we have shipped this day per Steamboat, Queen, as per your order of 26th inst.

We have drawn at 30 days from date for Three Thousand Dollars (\$3,000), as you instructed.

Truly yours,

HENRY T. BANKS & Co.

NEWARK, N. J., July 5, 1888.

MR. JAMES A. WELLBANK,
525 Penn St.,

Reading, Pa.

Dear Sir,—We inclose Invoice of Goods amounting to \$627, sent this day by Adams Express, as per your order of 3d inst.

We have taken pains to select goods of the best quality, which we trust will prove satisfactory.

Any further orders shall receive prompt attention.

Respectfully yours,

HAY, JONES & Co.

NEW YORK CITY, Oct. 15, 1888.

MISSSES BELLE & MATTIE WOOD,
3860 Fairmount Ave., Phila.

Ladies,—Your favor of 13th inst., with inclosure, at hand, and mdse. sent to-day as directed. With thanks, we are

Very truly yours,

R. H. MACY & Co.

Inclosing Statement of Account.

LOUISVILLE, KY., Nov. 1, 1888.

MR. GEO. R. NELSON,
Topeka, Kansas.

Dear Sir,—

Inclosed is our monthly statement of account. If you find the same correct, please remit us a Draft at sight for the amount in our favor, and oblige

Yours truly,
SPENCER & HILL.

LANSING, MICH., Dec. 5, 1888.

MESSRS. GOODYEAR & SANDERS,
529 Main St.,
Buffalo, N. Y.

Gentlemen,—Inclosed find our usual monthly statement of account, showing a balance in our favor of \$675¹⁴/₁₀₀.

We shall be pleased to receive an early remittance, as we are in great need of funds.

Respectfully yours,
LIONS & BRO.

Inclosing Remittance.

SOUTH BEND, IND., May 30, 1888.

MR. GEO. C. CLAY,
500 Euclid Ave.,
Cleveland, Ohio.

Dear Sir,—Inclosed find my check on First National Bank of this city for Five Hundred and Twenty-five Dollars (\$525), in settlement of account as per your statement received.

Please acknowledge receipt, and oblige

Yours truly,
WM. R. IBACH.

AUSTIN, TEX., 6-9-88.

COOK & BRO.,
312 Queen St.,
Jacksonville, Fla.

Gentlemen,—

You will find inclosed our check on Second National Bank of this city, for Eight Hundred and Thirty Dollars, in payment of bills of

May 14,	- - - - -	\$287.64
May 22,	- - - - -	140.50
May 29,	- - - - -	401.86
		\$830.00

Please acknowledge receipt, and oblige

Yours respectfully,

STEPHEN ADAMS & SON.

LINCOLN, NEB., Aug. 3, 1888.

NEW ENGLAND PUBLISHING CO.,
3 Somerset St.,
Boston, Mass.

Gentlemen,—You will find inclosed a money order for Three Dollars (\$3), in payment of my subscription for the *Journal of Education* and *The American Teacher*, for the present year.

Yours respectfully,

JAMES C. CLINTON.

Acknowledging Receipts.

ELMIRA, N. Y., 5-2-88.

MESSRS. JAMES SCOTT & Co.,
125 State Street,
Jackson, Miss.

Gentlemen,—

Your favor of the 27th ult., remitting check for Five Hundred Dollars (\$500), is at hand, which amount we have placed to your credit in settlement of account. Trusting we may receive further orders from you in the near future, we remain

Truly yours,

GRACE & DARLINGTON.

SAN FRANCISCO, CAL., Dec. 4, 1888.
MESSRS. COX & BLAIR,
1020 Dalton Ave.,
St. Paul, Minn.

Dear Sirs,—We have the pleasure to acknowledge the receipt of your favor of the 28th ult., inclosing your notes dated

Nov. 15, at 30 days, for \$218.75,

Nov. 23, at 15 days, for 400.25,

amounting to Six Hundred and Nineteen Dollars, which we have placed to your credit in settlement of account.

Accept our thanks for your prompt remittance.

Respectfully yours,

BROOKS & PYLE.

Urging Payment.

KEY WEST, FLA., 4-10-88
MR. ORLANDO SOUSA,
625 Linden Ave.,
Providence, R. I.

Dear Sir,—

We must again remind you that we are much inconvenienced by your delay in paying the balance of your account.

If the account is not settled by the 15th inst., we shall be compelled to resort to legal measures for a speedy settlement.

Respectfully,

PALMS & SNYDER.

ST. LOUIS, MO., April 30, 1888.
MR. CHARLES F. CLARK,
Memphis, Tenn.

Dear Sir,—In consequence of being pressed for funds, I must ask you to let me have the amount of your bill of March 3, for \$260.86, which has run far beyond the usual extent of credit.

Please remit without delay, and very much oblige

Yours respectfully,

AARON P. MOSES.

Soliciting Orders.

BALTIMORE, MD., 5-28-88.

MR. EDMUND YATES,
Dover, Del.

Dear Sir,—

We herewith inclose a few samples of Cashmeres with prices, just received per Steamer Clyde.

Should you be in need of any of them, we shall be pleased to execute your order promptly.

Yours respectfully,

A. M. BLACK & SONS.

BRIDGEPORT, CONN., 5-9-88.

MR. ELI SLIFER,
615 Main St.,
St. Albans, Vt.

Dear Sir,—Our agent, Mr. Frank Lentz, will call on you to show you samples of men's straw hats. I need hardly tell you that he will exhibit goods of the finest quality.

Any orders that you may give him will be promptly filled on easy terms.

Truly yours,

HAMLIN & RILEY.

Requesting Extension of Time.

MANCHESTER, N. H., May 1, 1888.

MR. A. M. BLAINE,
106 Chestnut St.,
Portland, Me.

Dear Sir,—Unforeseen circumstances compel me to make a request of you, most unpleasing to me, namely, to grant me about ten days in which to pay the balance of my account,

By granting this request you will confer a great favor.

Very respectfully yours,

ALLEN P. CORTLAND.

ATLANTA, GA., June 6, 1888.

MESSRS. LLOYD & TRUMAN,
1227 Market St.,
Wheeling, W. Va.

Gentlemen,—Being very much embarrassed, financially, I am forced to ask your indulgence for thirty days, at the end of which time I hope to be able to pay you in full.

Hoping you may be able to grant my request without any inconvenience, I remain

Yours truly,

N. P. LONGFELLOW.

Enclosing Drafts.

SALEM, OREG., June 7, 1888.

MR. EUGENE R. FELLOWS,
625 Poplar St.,
Davenport, Iowa.

Dear Sir,—I enclose herewith my draft on you for acceptance, which please return by mail at an early date, and oblige

Yours truly,

JOSEPH MILLER,
per CHAS. HANCOCK.

KANSAS CITY, Mo., 6-1-88.

MESSRS. DOUGLASS & BRO.,
205 Hancock Ave.,
Carson City, Nev.

Dear Sirs,—

Inclosed you will find your draft, dated May 24th, for \$500, with acceptance.

Respectfully,

WM. T. BRIGGS.

Enclosing Notes for Discount.

NORRISTOWN, PA., April 3, 1888.

MR. P. M. DAILY,
Cashier First National Bank,
Reading, Pa.

Dear Sir,—We inclose Samuel Jones's note, dated April 2d, at thirty days, for \$250, which please discount, and credit us with proceeds.

Yours respectfully,

HOUCK & Co.,
per A. B. COOK.

CAMDEN, N. J., 4-4-88.

MR. JOHN M. DAVIS,
Cashier Third National Bank,
Philadelphia.

Dear Sir,—Herewith I inclose my note, dated to-day, at fifteen days, for \$225, which I should be pleased to have discounted.

By doing me this favor you will oblige

Very truly yours,

JAMES M. SCANLON.

Inclosing Notes for Collection.

CONCORD, N. H., May 10, 1888.

CASHIER SECOND NATIONAL BANK,
Boston, Mass.

Dear Sir,—Inclosed find for collection :

Note, John Blank,	due May 16-19,	\$200.10
“ Daniel M. Fox,	“ “ 23-26,	340.80
Acceptance, Boyle & Co.,	“ “ 23-26,	125.48
		\$666.38

When collected, please remit draft for proceeds.

Very respectfully yours,

BENJ. E. BANKS.

AUGUSTA, ME., June 1, 1888.

GEO. M. DUNKEL, Esq.,
620 Bank St.,
Pittsburgh, Pa.

Dear Sir,—

Herewith you will find a note for \$750, with the maker of which you are acquainted, and which we desire you to collect at any cost.

You will most likely have to take legal steps, but whatever method you adopt, push the matter and secure a settlement.

Yours truly,

BYRON HOWARD.

Advising of Draft.

KNOXVILLE, TENN., June 4, 1888.

MR. ELMER P. FARNSWORTH,
427 State St.,
Raleigh, N. C.

Dear Sir,—

Being greatly in want of funds, we take the liberty
to draw on you at ten days sight for bills of

May 8, \$625.80

May 15, 348.09

_____ \$973.89

Please honor, and very much oblige

Yours truly,

HAMILTON & SON,
per J. K. SMITH.

_____ RICHMOND, VA., 7-5-88.

MR. OLIVER N. BUCKLEY,
625 Bainbridge St.,
Columbus, Ohio.

Dear Sir,—If we shall not hear from you in regard to the
balance of your account long past due, by the 16th inst., we will
draw on you for the amount, in the ordinary manner.

Trusting, that in case of draft, you will honor the same, we
remain

Respectfully yours,

JACOBY & BLINKHORN.

Letters of Credit.

WASHINGTON, D. C., July 5, 1888.

MESSRS. JAMES LONG & SON,
620 Main St.,
Buffalo, N. Y.

Gentlemen,—

Please sell to the bearer, Austin Calvin, on thirty
days credit, such goods as he may select to any amount not exceed-
ing Two Thousand Dollars (\$2,000), and I will be responsible for
the payment of the same.

Respectfully,

JOHN P. SOUSA.

LOS ANGELES, CAL., July 6, 1888.

MESSRS. NELSON & LORD,

1213 Pearl St.,

St. Louis, Mo.

Gentlemen,—Allow me to introduce to your firm the bearer, Mr. E. M. Perkins.

Should he make a selection from your stock to the amount of One Thousand Dollars (\$1,000), I will be answerable for that sum in case of his non-payment.

Yours truly,

R. N. PERKINS.

Acknowledging Receipt of Invoice.

CAMDEN, N. J., June 15, 1888.

HARRISON & BROTHER,

1030 Pine St.,

Augusta, Me.

Dear Sirs,—

Your favor of 11th inst., inclosing Bill of Lading and Invoice, is at hand.

The goods are in all respects satisfactory.

You may draw on us in the ordinary way for \$976.68, the amount of the invoice.

Respectfully yours,

BEAR & BRO.,

per M. T. CARR.

Advisting of Consignment.

HAVANA, CUBA, May 31, 1888.

MESSRS. FOX & GOOD,

120 Eutaw St.,

Baltimore, Md.

Gentlemen,—We inclose Invoice and Bill of Lading of 300 bbls. Sugar and 100 bbls. Molasses, shipped this day per Schooner Ellen, to be sold for our account, as per agreement.

You are requested not to sell for less than invoice price, for we believe that sugars will advance within a few weeks.

Awaiting your advices, we remain

Very truly yours,

ENGLISH & FRENCH.

Inclosing Account Sales.

BALTIMORE, MD., June 30, 1888.

MESSRS. ENGLISH & FRENCH,
Havana, Cuba.

Gentlemen,—

Inclosed we send you Account Sales of Sugar and Molasses shipped to us May 31st. The net proceeds, \$4000, due per average June 23, we have placed to your credit.

We trust that the result may be satisfactory to you.

Any further consignments from you shall be disposed of on most advantageous terms.

Yours truly,
FOX & GOOD.

Application for Copyright.

FREDERICK, MD., June 21, 1888.

TO THE LIBRARIAN OF CONGRESS,
Washington, D. C.

Sir:

We, the undersigned citizens and residents of the United States, inclose One Dollar (\$1.), and present herewith the printed title of a book of which we are the joint authors.

We request that the same be recorded for copyright, as prescribed by law.

Respectfully,

L. J. IBACH,
J. A. NEWTON.

NOTE.—In official and formal letters, the colon should be used after the salutation. (See p. 79.)

Ordering a Book.

HARPER'S FERRY, VA., June 1, 1888.

MR. IGNATIUS KOHLER,
911 Arch St.,
Phila., Pa.

Dear Sir,—I inclose Three Dollars and Twenty-five Cents (\$3.25), for which please send to me "The History of Germany." Please pack carefully and ship by Express.

Yours truly,
JAMES P. FRITZ.

Requesting a Loan.

CAMDEN, N. J., July 30, 1888.

MR. FRANK H. KEPLER,
216 Atlantic Ave.,
Atlantic City, N. J.

Dear Sir,—I am anxious to procure the sum of \$250, within ten days, in order to meet my obligations with Porter & Coates, Phila., whose good will I am extremely desirous to keep.

I should deem it a great favor if you would lend me that sum for thirty days, on my note with good endorsement.

Awaiting your answer, I remain

Your humble servant,

ELI P. DRINKWATER.

Refusing a Loan.

SYRACUSE, N. Y., 6-20-88.

MR. LINCOLN SUMMERVILLE,
1320 William St.,
Montpelier, Vt.

Dear Sir,—

I cannot at present spare you the sum named in your letter of yesterday, being extremely short of cash.

I hope my refusal will not seriously inconvenience you, and that some other friend will come to your aid.

Respectfully yours,

JOHN THOMPSON.

Granting a Loan.

LEXINGTON, KY., May 31, 1888.

MR. LEON TAYLOR,
915 Duke St.,
Frankfort, Ky.

Dear Sir,—

It is with considerable inconvenience that I advance you the sum named in your letter of the 28th inst.

Being anxious to serve you, and having confidence in your punctuality, I will strain a figure and grant you the loan.

Very truly yours,

ADAM M. SCHOBEL.

Inquiring as to Character.

CLEVELAND, OHIO, 5-27-88.

MESSRS. BROOKS & DEAN,
925 Lake Street,
Erie, Pa.

Gentlemen,—I understand that Mr. James Dillon, an applicant for a position as clerk in my counting-room, has lately been in your employ.

If you would kindly give me your opinion as to his character and ability, you would confer a great favor.

Very truly yours,
E. N. RALSTON.

Answering Inquiry as to Character.

HARRISBURG, PA., June 1, 1888.

MR. JEROME MCCREW,
1127 State St.,
St. Paul, Minn.

Dear Sir,—

Mr. Sedgwig, concerning whom you inquire, has been in our employ for the last four years and has given general satisfaction.

It affords us pleasure to testify to his sterling qualities and rare ability for counting-room duties.

Respectfully yours,
PEPPER & FAWN.
per A. B. CLARE.

Requesting an Increase of Salary.

DETROIT, MICH., Aug. 29, 1888.

MR. GEO. P. LEVIS.

Dear Sir,—

Believing that my services are worth more than my present salary, I respectfully ask for an increase of \$20 per month, to begin Sept. 1.

Trusting your response may be favorable, I am

Your humble servant,
NICHOLAS FELLOWS.

NEW HAVEN, CONN., Aug. 4, 1888.

MESSRS. N. S. WILSON & SON,
1030 Blaine Ave.,
Manchester, N. H.

Gentlemen,—I take the liberty to remind you of the promised advance in my salary.

The increased amount of business of the agency during the past year, has greatly extended my duties, which I have always performed promptly and faithfully.

Hoping you will give this matter an early and favorable consideration, I remain

Your humble servant,

PETER COLLINS.

Why a Letter Did Not Go.

- Because you forgot to address it.
- Because you forgot to write the Town or State on the envelope.
- Because you didn't write the street or number plainly.
- Because you didn't put the requisite stamp on the letter for every half ounce or fractional part thereof.
- Because you used a canceled stamp.
- Because you cut out an envelope stamp and pasted it on your letter.
- Because you used internal revenue stamps instead of postage stamps.
- Because you put one cent on for a drop or city letter, when it should be two cents.
- Because you used a foreign stamp.
- Because you wrote the address so badly that no one could read it.
- Because you wrote the address on the top of the envelope, and it was surely obliterated by the post-office dating, receiving, and canceling stamps.

And because you put your letter in a blank envelope and sealed it and forwarded it to—the dead-letter office, where thousands of valuable letters are daily destroyed, because the people are either careless or ignorant of the postal laws.

Why a Letter Did Not Come.

- Because you did not sign your name.
- Because you signed it so indistinctly it could not be read.
- Because you did not give name of Post Office.
- Because you did not give name of County.
- Because you did not give name of State.
- Because you wrote with a pencil, which was rubbed off and illegible.
- Because you used ink so dim and pale it could not be read.
- Because you wrote so poorly no one could read it.
- Because you did not enclose stamp to prepay postage on the answer.

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